

# ENA Submission Guide



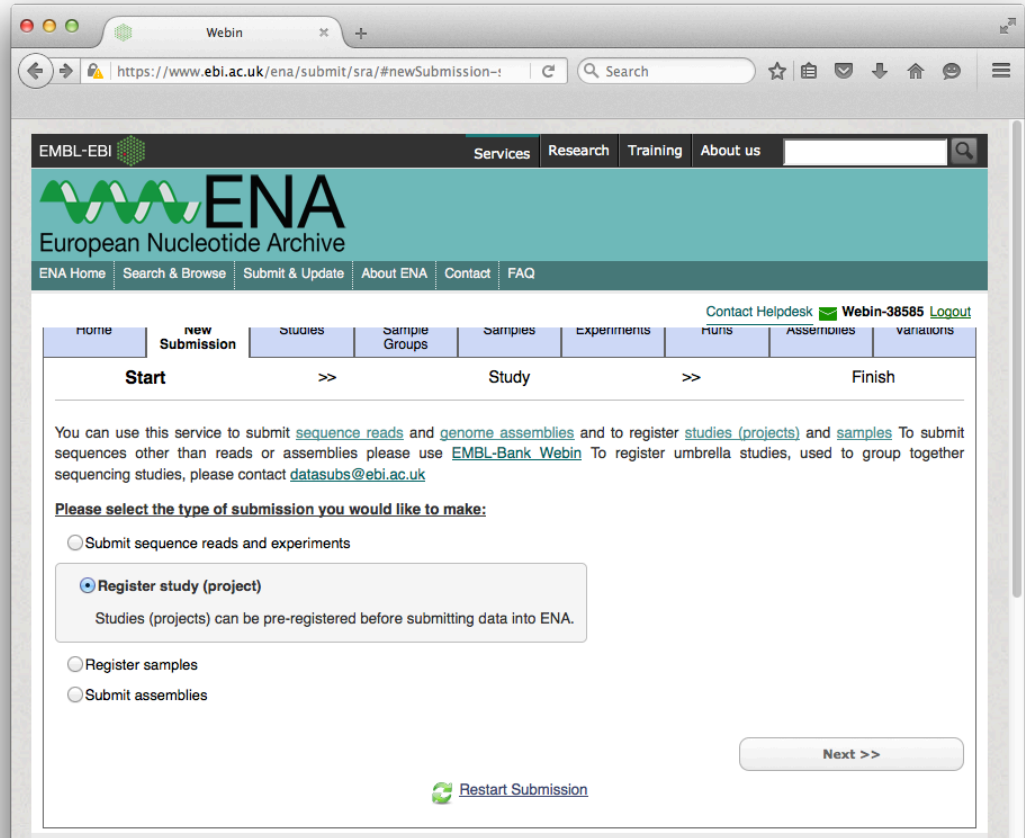
University of Zurich UZH

**ETH**

Eidgenössische Technische Hochschule Zürich  
Swiss Federal Institute of Technology Zurich

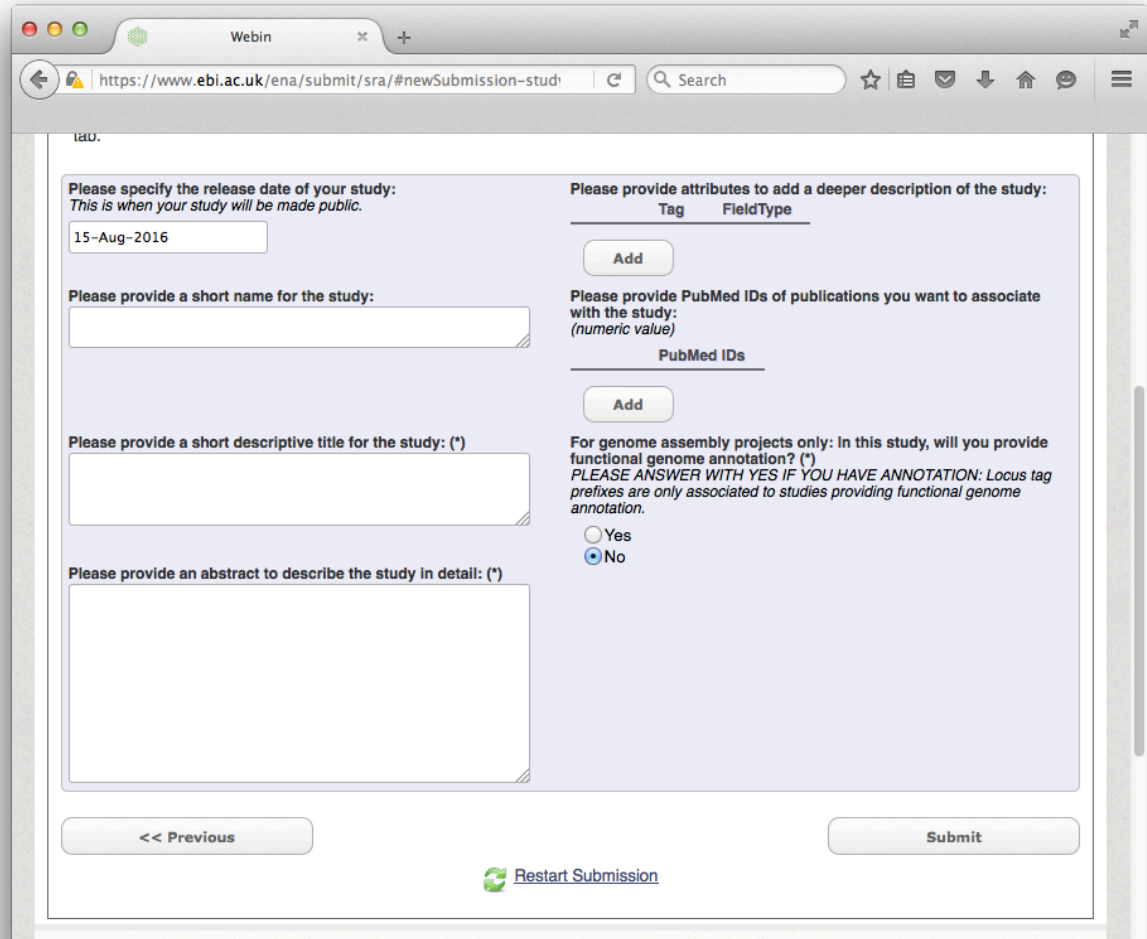
<https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-studyChoice-start>

- Create a **New Submission**
- And **Register Study**



The screenshot shows a web browser window displaying the ENA submission page. The browser address bar shows the URL: <https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-->. The page header includes the EMBL-EBI logo and navigation links for Services, Research, Training, and About us. The main header features the ENA logo and the text "European Nucleotide Archive". Below the header is a navigation menu with links for ENA Home, Search & Browse, Submit & Update, About ENA, Contact, and FAQ. A secondary navigation bar includes links for home, new Submission, Studies, Sample Groups, Samples, Experiments, Runs, Assemblies, and variations. The main content area is titled "Start" and contains a progress indicator: "Start >> Study >> Finish". The text explains that users can submit sequence reads and genome assemblies, and register studies (projects) and samples. It also provides contact information for EMBL-Bank Webin and datasubs@ebi.ac.uk. A section titled "Please select the type of submission you would like to make:" contains four radio button options: "Submit sequence reads and experiments", "Register study (project)", "Register samples", and "Submit assemblies". The "Register study (project)" option is selected, and a tooltip box is visible over it with the text: "Studies (projects) can be pre-registered before submitting data into ENA." At the bottom right, there is a "Next >>" button and a "Restart Submission" link with a refresh icon.

- Provide the project description and submit
- Then you will already have a study accession that you can add as reference to your manuscript



Webin x +

https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-stud Search

id.

Please specify the release date of your study:  
*This is when your study will be made public.*

15-Aug-2016

Please provide a short name for the study:

Please provide a short descriptive title for the study: (\*)

Please provide an abstract to describe the study in detail: (\*)

Please provide attributes to add a deeper description of the study:

Tag	FieldType
-----	-----------

Add

Please provide PubMed IDs of publications you want to associate with the study:  
(numeric value)

PubMed IDs


Add

For genome assembly projects only: In this study, will you provide functional genome annotation? (\*)  
PLEASE ANSWER WITH YES IF YOU HAVE ANNOTATION: Locus tag prefixes are only associated to studies providing functional genome annotation.

Yes  
 No

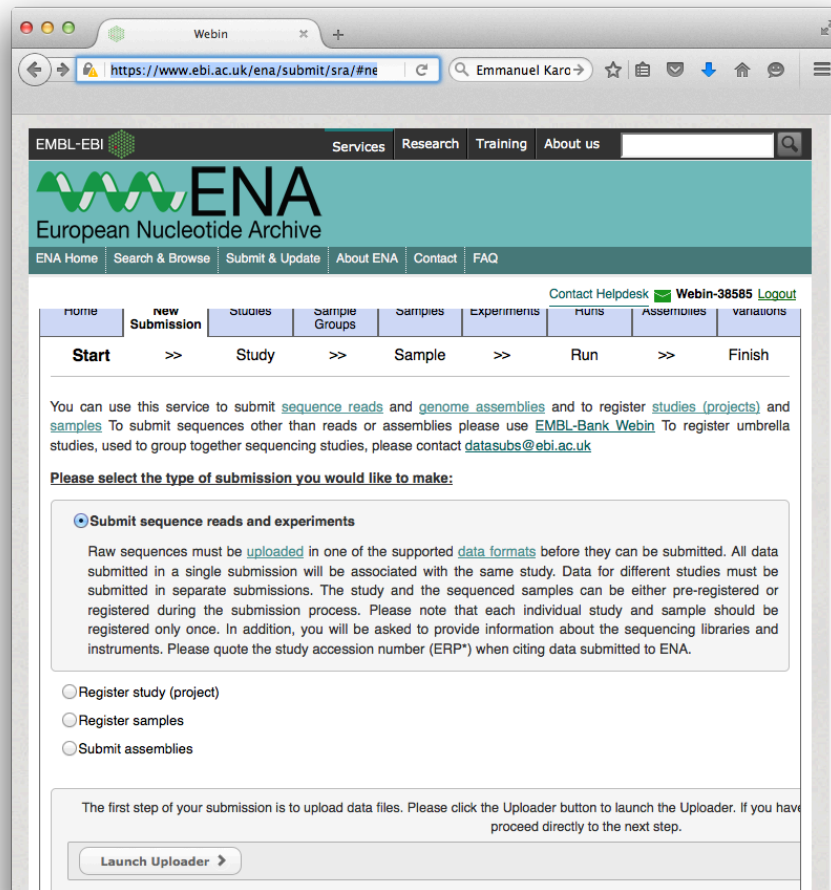
<< Previous

Submit

 [Restart Submission](#)

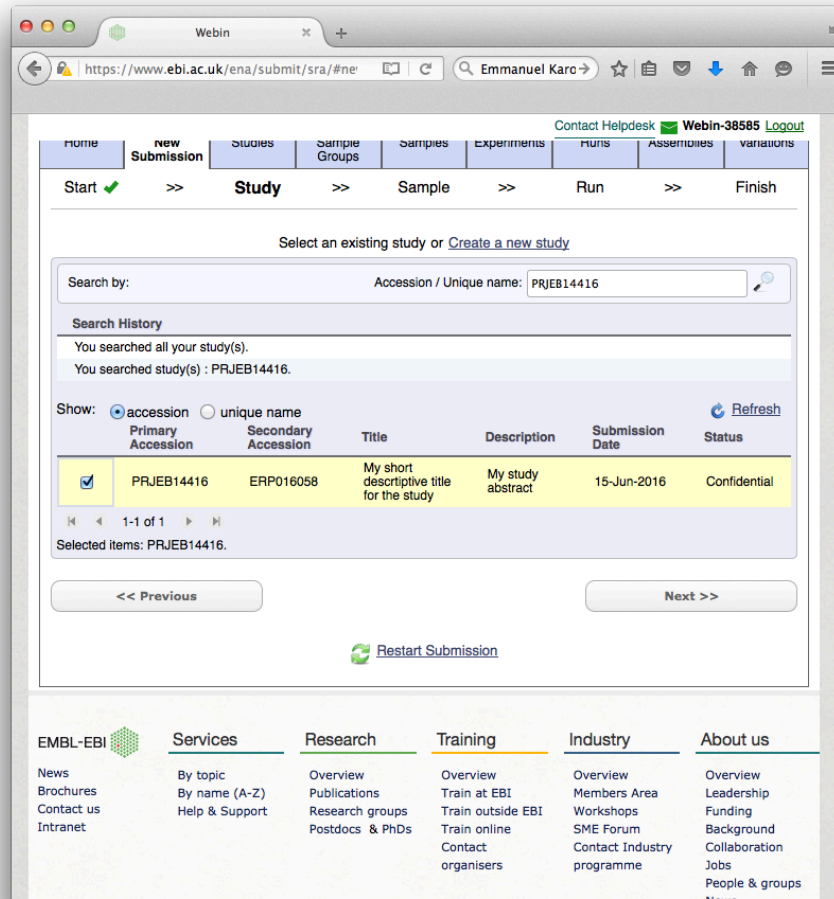
<https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-sequenceChoice-start>

- Now **Submit** sequence reads ..
- Click **Next**
- **Do not** launch the uploader



The screenshot shows a web browser window displaying the ENA (European Nucleotide Archive) submission page. The browser's address bar shows the URL <https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-sequenceChoice-start>. The page header includes the ENA logo and navigation links for Services, Research, Training, and About us. Below the header, there are tabs for ENA Home, Search & Browse, Submit & Update, About ENA, Contact, and FAQ. The main content area features a navigation bar with tabs for Home, new Submission, Studies, Sample Groups, Samples, Experiments, Runs, Assemblies, and Variations. The 'new Submission' tab is active, and the 'Start' button is highlighted. Below the navigation bar, there is a section titled 'Please select the type of submission you would like to make:' with three radio button options: 'Submit sequence reads and experiments' (selected), 'Register study (project)', and 'Register samples'. A 'Launch Uploader' button is visible at the bottom of the page.

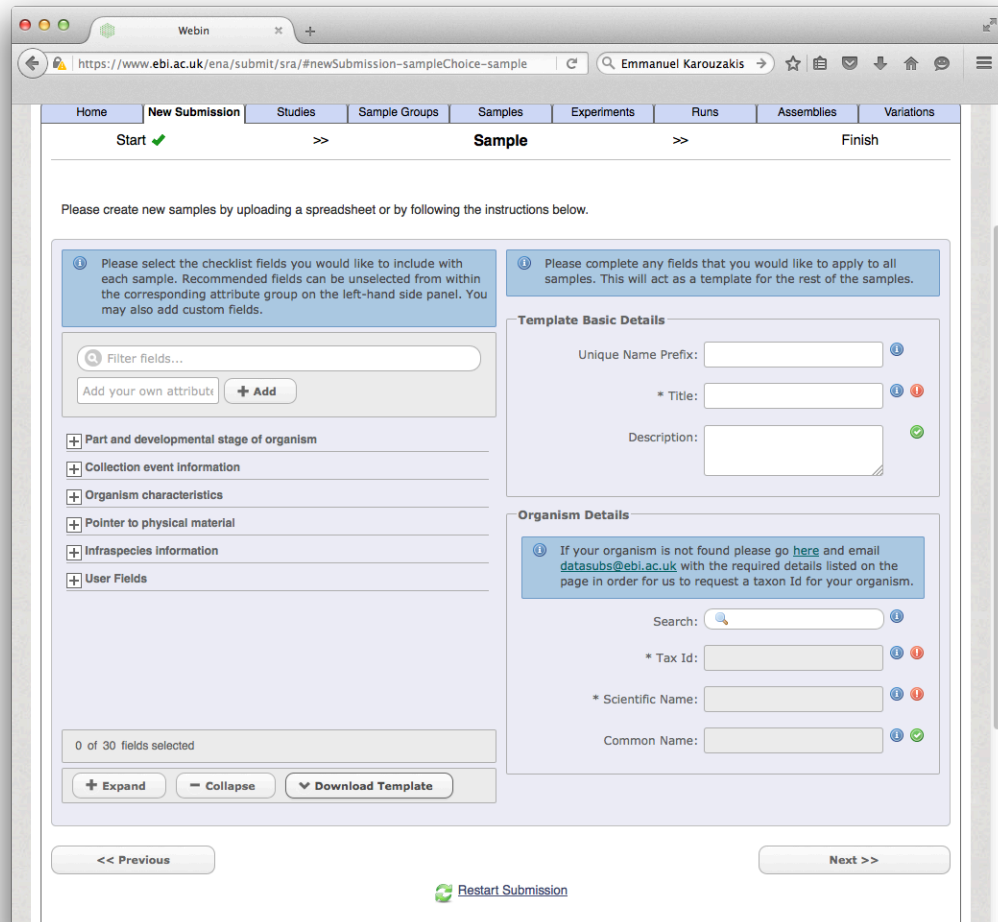
- Select the study to which you want to add the reads
- Click **next**



The screenshot shows a web browser window with the URL <https://www.ebi.ac.uk/ena/submit/sra/#ne>. The page is titled "Webin" and has a user name "Emmanuel Karo". The navigation bar includes "home", "new Submission", "studies", "Sample Groups", "Samples", "experiments", "Runs", "Assemblies", and "variations". The main content area is titled "Study" and shows a progress bar from "Start" to "Finish". A search box is present with the text "Search by: Accession / Unique name: PRJEB14416". Below the search box, the search history shows "You searched all your study(s). You searched study(s) : PRJEB14416." The search results are displayed in a table with columns: "Primary Accession", "Secondary Accession", "Title", "Description", "Submission Date", and "Status". The table contains one row with a checked checkbox, "PRJEB14416", "ERP016058", "My short descriptive title for the study", "My study abstract", "15-Jun-2016", and "Confidential". Below the table, there are navigation buttons: "<< Previous", "Next >>", and "Restart Submission". The footer contains the EMBL-EBI logo and a menu with categories: "Services", "Research", "Training", "Industry", and "About us".

Primary Accession	Secondary Accession	Title	Description	Submission Date	Status	
<input checked="" type="checkbox"/>	PRJEB14416	ERP016058	My short descriptive title for the study	My study abstract	15-Jun-2016	Confidential

- Download the Excel Template for the Samples



The screenshot shows a web browser window with the URL <https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-sampleChoice-sample>. The page is titled "Sample" and is part of a submission workflow. The navigation bar includes "Home", "New Submission", "Studies", "Sample Groups", "Samples", "Experiments", "Runs", "Assemblies", and "Variations". The "Samples" tab is active, and the page shows a "Start" button with a green checkmark and a "Finish" button.

The main content area contains instructions: "Please create new samples by uploading a spreadsheet or by following the instructions below." There are two informational boxes:

- Left box:** "Please select the checklist fields you would like to include with each sample. Recommended fields can be unselected from within the corresponding attribute group on the left-hand side panel. You may also add custom fields." Below this is a "Filter fields..." search box, an "Add your own attribute" button, and a "+ Add" button. A list of attribute groups is shown with expand/collapse icons: "Part and developmental stage of organism", "Collection event information", "Organism characteristics", "Pointer to physical material", "Intraspecies Information", and "User Fields". At the bottom of this section, it says "0 of 30 fields selected" and includes "Expand", "Collapse", and "Download Template" buttons.
- Right box:** "Please complete any fields that you would like to apply to all samples. This will act as a template for the rest of the samples." Below this is a "Template Basic Details" section with input fields for "Unique Name Prefix", "\* Title", and "Description". The "Description" field has a green checkmark. Below that is an "Organism Details" section with a blue informational box: "If your organism is not found please go [here](#) and email [datasubs@ebi.ac.uk](mailto:datasubs@ebi.ac.uk) with the required details listed on the page in order for us to request a taxon Id for your organism." Below this are input fields for "Search", "\* Tax Id", "\* Scientific Name", and "Common Name".

At the bottom of the page, there are navigation buttons: "<< Previous", "Next >>", and a "Restart Submission" button with a green refresh icon.

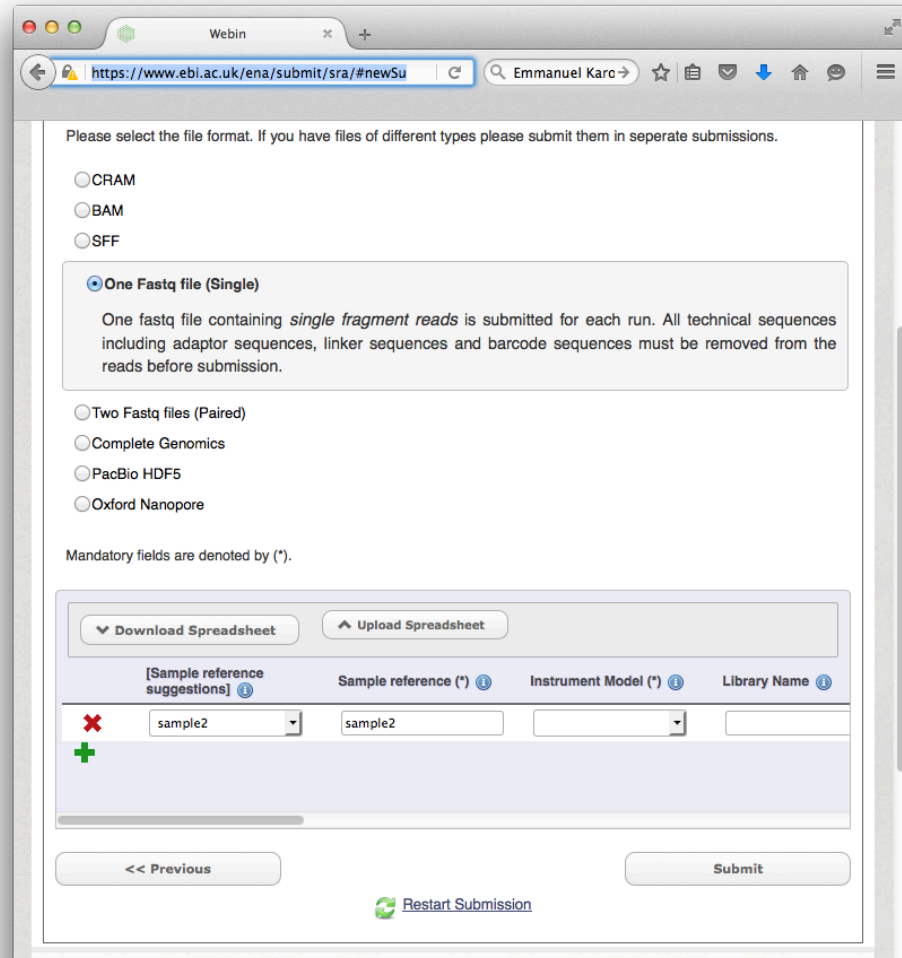
- Example for the minimum Excel template:

	A	B	C	D	E	F	G
1	#checklist_ac	ERC000011					
2	#unique_name_prefix						
3	sample_alias	tax_id	scientific_na	common_na	sample_title	sample_description	
4	#template	10090	Mus muscul	house mouse	Title		
5		10090	Mus muscul	house mouse	Title		
6							
7							
8							
9							
10							
11							
12							

- You can add additional columns if wanted
- Upload the spread sheet.

<https://www.ebi.ac.uk/ena/submit/sra/#newSubmission-sequenceChoice-runExperiment>

- Finally you can select the samples with the selection boxes
- Then you **Download Spreadsheet**
- In the downloaded template you can add the filenames of the fastq files and the MD5 sums
- **Upload Spreadsheet**
- Done



Please select the file format. If you have files of different types please submit them in separate submissions.

CRAM

BAM

SFF

One Fastq file (Single)

One fastq file containing *single fragment reads* is submitted for each run. All technical sequences including adaptor sequences, linker sequences and barcode sequences must be removed from the reads before submission.

Two Fastq files (Paired)

Complete Genomics

PacBio HDF5


Oxford Nanopore

Mandatory fields are denoted by (\*).

Download Spreadsheet    Upload Spreadsheet

[Sample reference suggestions] ⓘ	Sample reference (*) ⓘ	Instrument Model (*) ⓘ	Library Name ⓘ
✖	sample2	sample2	
+			

<< Previous    Submit

 Restart Submission