

Announcement Notice Metadata Elements

Metadata Element	Description	Required/Optional
Record Status	Identifies the software product as new or revised	R
Software Title	The title, acronym, and short KWIC (keywords in context) title of the software.	R
Software Developer(s)	<p>Unlimited number is acceptable; the primary software developer should be listed first. Allows for NONE as an option for few cases where necessary.</p> <p>Provide in same order as developer names. Will not be available to end-user.</p>	R
<i>E-mail Address(es)</i>		O
Site Product Number	Unique site number that identifies software product.	O
DOE Contract Number	<p>Required for all (can be NONE)</p> <p><i>A unique and permanent ID assigned to identify a particular research project or funding source.</i></p>	R
<i>R&D Project ID</i>	<i>If appropriate, includes CRADA number, LDRD number, B&R code, etc.</i>	O
<i>Other Identifying Number(s)</i>		O
Submitting Research Organization(s)	The organization/site submitting the software.	R
Release Date/Date of Issuance	Identifies the software release date. Standard format to be following (e.g., follow rules of inputting), but requires standard four-digit year.	R
Sponsoring Organization	The sponsoring or funding office of the work reported in the STI product. Allows for NONE as an option for few cases where necessary.	R
Description/Abstract	Text should be spell-checked, limited in length to 2000 characters, and in compliance with input standards for special characters. Describe the	R

	purpose of the computer program, state the problem being solved and summarize the program functions and capabilities (highlight the advantages, distinguishing features, and/or special capabilities). Provide a short summary of the mathematical methods, engineering principles, numerical algorithms, and procedures incorporated into the software.	
Other	Information useful to include in published announcement record, which is not suitable for any other field.	O
Legal Notices and Disclaimers	May address the conditions under which the software is to be distributed. These notices may be attached as an electronic file or sent as a hard copy.	R
Hardware Requirements	Platform field. Values: PC, Mac, Supercomputer, Mainframe, Multi-platform, Workstation, Other	R
Software Requirements	Identifies requirements related to utilizing the software.	R
<i>Operating System/Version</i>		R
<i>Compiler/Version</i>		R
<i>Limitations/Restrictions/Timing</i>		R
<i>Requirement Estimate</i>		R
<i>Other Special Requirements</i>		R
<i>Related/Auxiliary Software</i>		
<i>Type(s) of Files</i>	<i>Values: source code, object library, text library, compilation instructions, linking instructions, control information, program flow diagram, program flow data, programmer documentation, auxiliary materials, executable modules, installation instructions, makefile, user guide, sample problem input data, sample problem output data, other.</i>	R
Media Type Information	Values: 3.5 diskette, CD-ROM, DVD, Electronic. Provide quantity and capacity.	R
Format	Select one. Values: PC, MAC, UNIX (Tar format).	R
Location/Transmission	Required if product resides on site server or transmitted electronically. Not applicable to products submitted in paper or on electronic media by mail or other shipment. Values: URL, FTP filename.	R
Documentation Type Information	Select one. Values: user manual, read me file, other.	R

Format	Select one. Values: electronic, paper, other.	R
Location/Transmission	Required if documentation resides on site server or transmitted electronically. Not applicable to documentation submitted in paper or on electronic media by mail or other shipment. Values: URL, FTP filename.	R
References	List citations of pertinent publications by author, title, report number, bar code, or order number if available, and date. References are to be grouped as: (1) reference documents provided with the submittal package and (2) additional background reference materials generally available.	O
Intellectual Property/Distribution Limitations	<p>One selection is required. NON-CONFLICTING multiples are allowed.</p> <p>Values (includes minimum supporting fields; e.g., release dates, etc.):</p> <ul style="list-style-type: none"> - Unlimited Announcement (Available to US and Non-US public) - Open Source Software - Copyrighted/Unlimited Material (Broad Government License) - Copyrighted/Limited Material (Limited Government License) - <i>Official Use Only (OUO)</i> - Export Controlled Information (ECI) (e.g. under ITAR/EAR) (Exemption 3) – OUO - Protected Data – CRADA or OTHER – OUO - Patent Pending (Exemption 3) – OUO - Limited Rights Data (Proprietary/Trade Secret) (Exemption 4) – OUO - Nuclear Energy Applied Technology) (Exemption 5) – OUO - Program-Determined Official Use Only – OUO - Security Sensitive Information (Exemption 2) - OUO 	R
Contact	Site contact that will receive any external questions about the software.	R
Releasing Official	Site's designated official(s) who will ensure that all appropriate sensitivity reviews are completed for announcement and availability purposes (i.e., classification, export control, patent, copyright, UCNI, etc.)	R