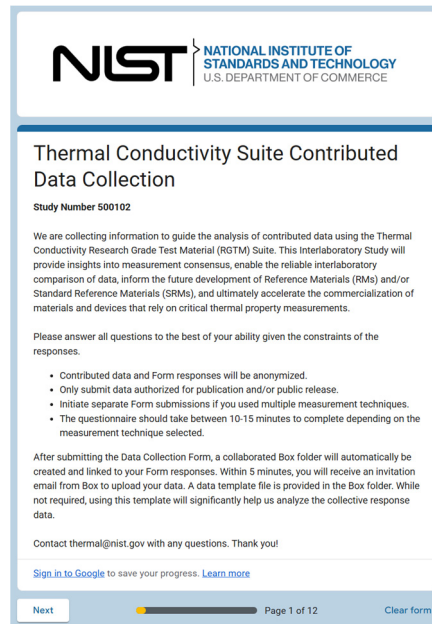


Thermal Conductivity Suite Data Submission Guide

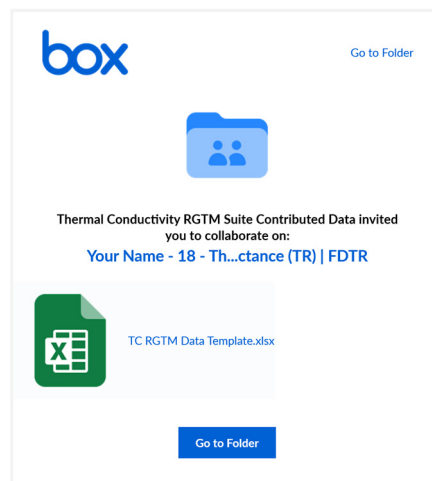
Note: Box periodically updates user interface elements (screens, buttons, workflow) that may be different than appear in this guide.

1. Navigate to <https://forms.gle/HEaGqh9PA3y5dsTF7> and complete the Data Collection Form. You will be guided to specific metadata questions based on the measurement technique selected for the full suite of 5 materials.
 - Please answer all questions to the best of your ability given the constraints of the responses.
 - Contributed data and Form responses will be anonymized.
 - Only submit data authorized for publication and/or public release.
 - Initiate separate Form submissions if you used multiple measurement techniques.
 - The questionnaire should take between 10 to 15 minutes to complete depending on the technique selected.

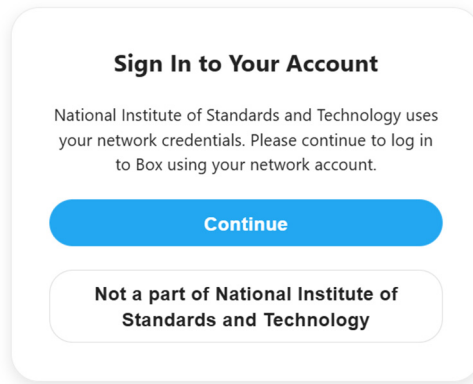


The screenshot shows the NIST National Institute of Standards and Technology logo at the top. Below it, the title is "Thermal Conductivity Suite Contributed Data Collection" with "Study Number 500102". The main text explains the purpose of the study: "We are collecting information to guide the analysis of contributed data using the Thermal Conductivity Research Grade Test Material (RGTM) Suite. This Interlaboratory Study will provide insights into measurement consensus, enable the reliable interlaboratory comparison of data, inform the future development of Reference Materials (RMs) and/or Standard Reference Materials (SRMs), and ultimately accelerate the commercialization of materials and devices that rely on critical thermal property measurements." It then asks the user to answer all questions to the best of their ability. A bulleted list of instructions follows: "Contributed data and Form responses will be anonymized.", "Only submit data authorized for publication and/or public release.", "Initiate separate Form submissions if you used multiple measurement techniques.", and "The questionnaire should take between 10-15 minutes to complete depending on the measurement technique selected." Below this, it states: "After submitting the Data Collection Form, a collaborated Box folder will automatically be created and linked to your Form responses. Within 5 minutes, you will receive an invitation email from Box to upload your data. A data template file is provided in the Box folder. While not required, using this template will significantly help us analyze the collective response data." At the bottom, it says "Contact thermal@nist.gov with any questions. Thank you!" and provides a "Sign in to Google" link. The footer shows "Next", "Page 1 of 12", and "Clear form" buttons.

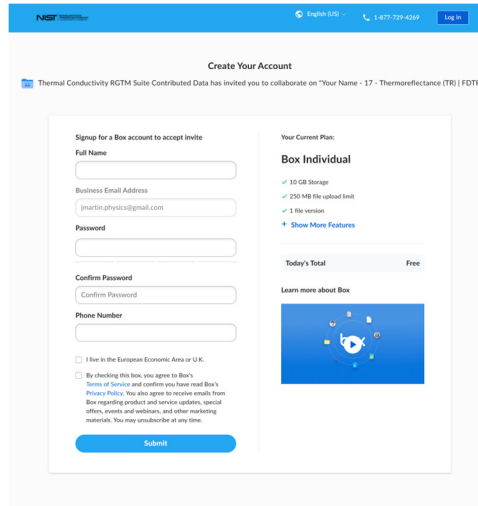
2. After submitting the Data Collection Form, a collaborated Box folder will automatically be created and linked to your Form responses. Within 5 minutes, you will receive an invitation email from Box to upload your data. Remember to check your Junk or other filtered folders. Click **“Accept Invite”** (for new Box accounts) or **“Go To Folder”** (for existing Box accounts).



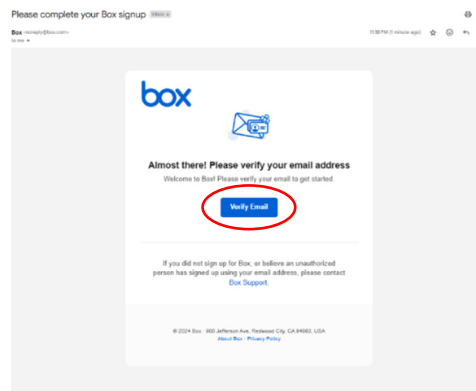
3. **Existing Box accounts (“Go To Folder”)**: If you have an existing Box account associated with the email address provided in the data collection form, select “Not a part of National Institutes of Standards and Technology” when prompted. Go to Step 6.



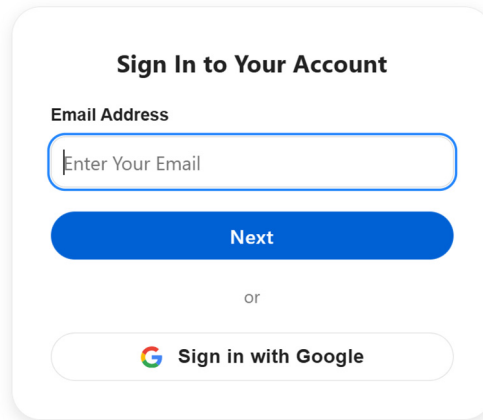
4. **New Box accounts (“Accept Invite”)**: If you **do not** have an existing Box account associated with the email address provided in the data collection form, fill out the information in the “Create Your Account” page that loads after clicking “Accept Invite” in your invitation email. This account is free.



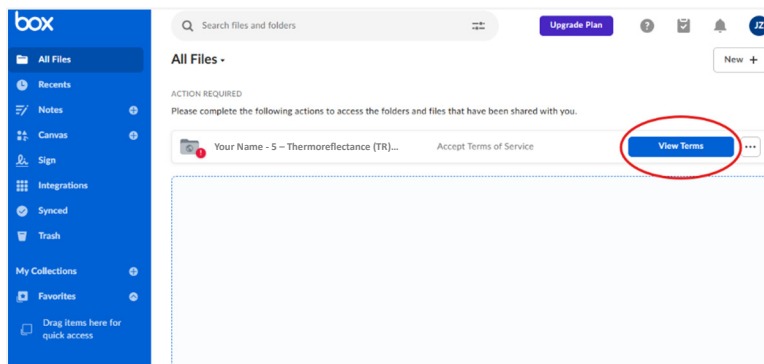
5. Check your email for a verification link from Box. Click “Verify Email”.



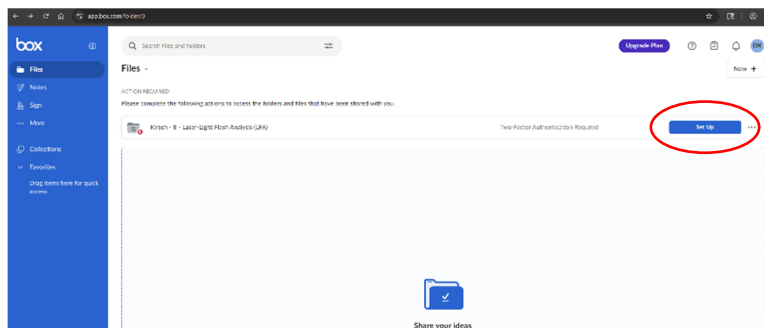
6. Sign into your box account. Existing Enterprise users (many Universities) may require sign in through their affiliated portal.



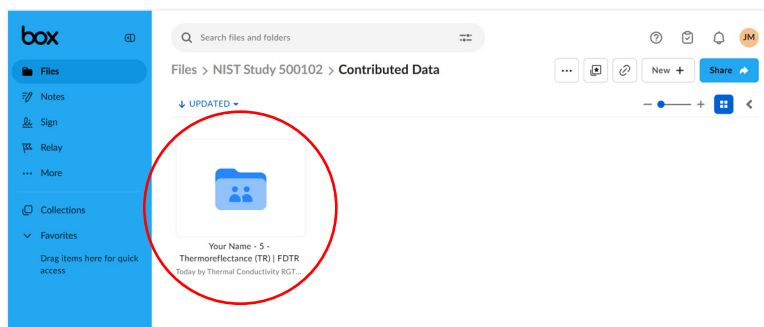
7. An "Action Required" notice should appear near the top of the screen. Click "View Terms" and agree to all Terms of Service and/or actions that appear.



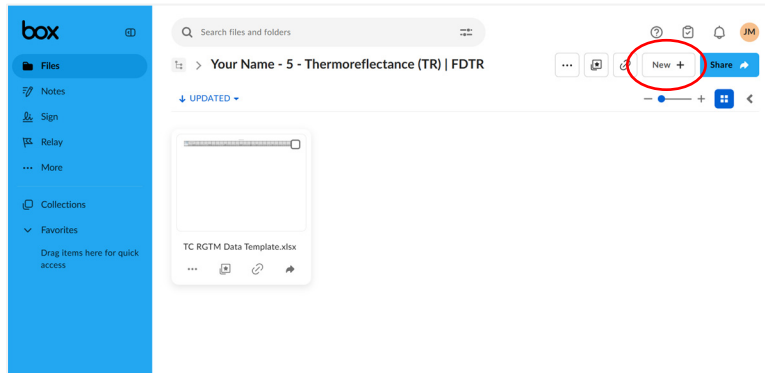
8. You will also be prompted to set up two-factor authentication before you can view your folder.



9. Refresh the page. A page refresh may be required for the shared folder to appear.



10. **You will have access to your folder for 30 days.** A data template file that includes a **tab** for each of the 5 RGTMs is provided in the collaborated Box folder. Using this template will significantly help us to analyze the collective response data. You can download the file by right clicking and selecting “Download” or by clicking on the “...” More Options icon on mouse hover. To submit your contributed data, click on your folder, click “New +”, and then “File Upload”. Your folder is only viewable/accessible by you and NIST. If you are submitting data for multiple measurement techniques, please ensure that you upload the data into the correct folder that is associated with the Data Collection Form. A unique folder will be created for each Form submission, all linked to your account. Supplemental files including fitting parameters, modeling approaches, sensitivity analyses, plots, and additional instrumentation metadata (instrumentation components, photographs, and related publications) may also be submitted.



Contact thermal@nist.gov with any questions.