**OBI Data Transfer** **Plan – Template**

Version: 1.2 - Date: August 8, 2024

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| ***Document overview:***   * This document is used to clearly outline all the information that is required when transferring data to Brain-CODE, should a Data Producer be using a separate platform for primary data collection and storage. * The Data Transfer Plan is to be established with OBI (Ontario Brain Institute) for each study, prior to transfer. |

# **Personnel Responsibilities**

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| *Instructions:*   * *Please list the personnel that would be responsible for transferring the data for each modality.* |

# **Data to be Transferred**

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| *Instructions:*   * *Please list all data that is being transferred.* * *Please include any data dictionaries.* * *Please include any quality assurance documentation for each modality.* |

# **Flagged PHI**

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| *Instructions:*   * *Please list any fields that could potentially contain personal health information (PHI). If PHI is present, please provide a document describing what was flagged and removed.* |

# **Data Formats to Adopt**

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| *Instructions:*   * *Please describe the data formats that are being adopted for each modality, such as file formats and data structures.* |

# **Metadata Contents**

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| *Instructions:*   * *Please describe the metadata contents for the study.* |

# **Packaging Standards**

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| *Instructions:*   * *Please describe the packaging standards that will be followed for data transfer.* |

# **Method of Transfer**

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| *Instructions:*   * *Please describe the method/procedure of transfer for each modality and where the data is being transferred to.* |

# **Frequency of Transfer for Each Modality**

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| *Instructions:*   * *Please list the frequency of transfer for each modality.* |

# **Issue Resolution Guidelines**

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| *Instructions:*   * *Please describe guidelines that are to be used to resolve any issues that occur during the transfer process (e.g., interrupted transfer).* |