**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.
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# **Personnel Responsibilities**

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

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

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| *Instructions:* * *Please describe the packaging standards that will be followed for data transfer.*
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# **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.*
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# **Frequency of Transfer for Each Modality**

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