Welcome to the LONI IDA Repository. We look forward to working with you and your team to securely house your data and help you meet your data sharing objectives. If you have any questions or concerns please contact us via email (dba@loni.usc.edu*)* or by phone (323) 442-7246.

**Preparation Stage**

In preparation for utilizing the IDA repository we suggest including in participant consent documents some standard language that describes how data will be de-identified and shared. Example:

***DATA STORAGE AND FUTURE USE***

*Your MRI/PET/CT/SPECT scans [and other data] will be sent to the Laboratory of Neuro Imaging at the University of Southern California in Los Angeles. Your data will be labeled with a coded research identifier to protect your identity. Study investigators will maintain and be responsible for deciding how your data will be used for future research. All links with your identity will be removed from the data before they are shared. Only coded data, which does not include anything that might directly identify you, will be shared for research purposes.*

**Initiation Stage**

In order to get your study set up efficiently and accurately we’ll need to gather some details and documents. Please email us this completed form and the following documents/files:

* + A copy of the study protocol.
	+ A copy (blank) of the subject consent forms(s).
	+ An electronic version of the study/center logo.

*Please complete questions 1 – 12 below.*

1. Contact information. Please provide contact information (name, email, phone) for:
	* Study PI:
	* Study Coordinator:
	* Other:
2. Please provide the name of each site (and site number if applicable) participating in the study.
*
*
1. Please list each visit that will occur (visit number, visit name). Example: 1 = baseline, 2 = one year follow up, etc.
	*
	*
2. Which types of neuroimaging data will be acquired (MRI, PET, CT etc.)?
3. In which file formats will neuroimaging data be acquired?
* DICOM? [Note: The IDA accepts uncompressed DICOM - compressed DICOM files (e.g. lossless JPEG) are not accepted]
	+ ECAT?
	+ HRRT?
1. Will other types of imaging data be collected? If so, please list below and provide the file format(s). If the files are generated in a format other than DICOM, ECAT, HRRT, EDF+, can they be translated into one of them?

|  |  |  |  |
| --- | --- | --- | --- |
| Image Type | Native File Format | Translatable? | Translation Software |
|  |  |  |  |
|  |  |  |  |

1. Will phantom scans be acquired?
2. Will human volunteer scans be acquired (for scanner qualification)?
3. Do you want subject cohorts identified in your study? For example should each subject’s data be labeled as a “control” or “patient” or “?”? If so, what are the different cohorts?
4. Each subject must have a unique subject identifier (maximum length is 10 characters). The use of a medical record number or other potentially identifiable information such as participant initials is not allowed. Will there be a particular subject ID format that should be enforced?  If so, what does it look like?
	* Example: You may want the site identifier embedded as a portion of the subject ID such as 101\_0987 where 101 identifies a particular site and 0987 identifies a subject scanned at that site.
	* Note: If you wish to embed a site identifier, be sure the list of site codes and site names is complete in #3 above.
5. Will you be transferring clinical data into the repository?
* If so, for how many CRFs?
1. Is there an external team performing quality control and for who newly uploaded scans will need to be queued?
2. Who will be granting user access for site personnel who will be uploading data into the IDA repository? It is recommended that at least one primary and one backup person be selected to ensure uninterrupted access. Provide names and email addresses:
3. Image upload instructions are in the attached Word document. You may want to incorporate them into any manuals that are distributed to the participating sites who will be uploading scans to the IDA.
4. The landing page for your study can contain whatever introductory text and URLs you would like others to see. Please provide the text and/or links we should include (if any) below: