



NUNDA User Guide

Version 1

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By using NUNDA, you agree that your unidentified research data (information with no names or other personal identifiers) will be stored in the Northwestern University Neuroimaging Data Archive (NUNDA) for research purposes only.

Getting started

Request new account

Click on **Register** on the main NUNDA page (<http://nunda.northwestern.edu>). Fill out all the necessary fields and submit. Your request will be reviewed and you will be notified when your account is created.

Set up a new project

Once your account is created, login to NUNDA, select **New** → **Project** from the menu. Fill out all fields and press **Submit** (See Figure 1).

After you create a project you can go to the main project page to modify project access settings and manage quarantine and prearchive settings.

Figure 1. New project form

New Project

Step 1: Enter project details

Define the details of this project. The 'Abbreviation' should be a single word or acronym which will identify your project. It will be used on the file system to name directories and files, so it shouldn't contain any wild characters or spaces. The 'Running Title' will be used throughout the website to identify your project.

Title

Running Title (24 characters maximum.)

Project Abbreviation (One word only, no special characters, '_' is ok.)

Description

Keywords

Alias

Investigators PI

Step 2: Define Project Accessibility

Select the accessibility of your project.

Private

Protected

Public

Importing data

DICOM

When you register each patient on the scanner, enter the word "Project" followed by ":" (colon) followed by NUNDA project ID in the Study Comments field. Note that there should be no spaces and that the field is case sensitive. For example, for a project with project ID "my_first_project" include "Project:my_first_project" (without quotes) in the Study Comments section.

After completing a scan, click on "Patient" at the top left corner of the screen. Select "Browser" from the pull down menu. From there, select

Local Database → "Study Name" → Transfer → NUNDA → Send

If you specified an incorrect project ID, your study will be placed in NUNDA's unassigned prearchive. In order to retrieve a study from the unassigned prearchive, contact NUNDA_Admin@northwestern.edu. Include study transfer date, session and subject name, and the name of the NUNDA project the study was designated for. NUNDA staff will move the study to the designated study's pre-archive.

Important: when configuring your NUNDA project make sure to pick an option appropriate for your needs from your **NUNDA project screen → Manage → Define Prearchive Settings**. This will control what happens to your study upon successful transfer to NUNDA.

Archive upload

You can upload your data to NUNDA directly in a zip or tar.gz format. Select **Upload → Images**. Under Option 1, select your project, destination and file to upload and press the Upload button. You can observe upload progress and once it is finished you will see your data in your project's prearchive.

Under Option 2, you can launch an Upload Applet that will let you select the images to be uploaded and perform the upload.

Under Option 3, you can launch a DICOM Browser application that lets you select images and perform a DICOM send operation.

Prearchive

By default, after data is sent or uploaded to NUNDA, it shows up in prearchive. If an existing NUNDA project ID was correctly specified during subject registration on scanner (see section DICOM transfer), the data will be automatically placed in that project's prearchive. Otherwise, the data will be placed in the unassigned prearchive. Only a NUNDA administrator has access to the unassigned prearchive. If you suspect that your data might have been stored in an unassigned prearchive email NUNDA_Admin@northwestern.edu with subject information, your NUNDA project name or ID and transfer date. NUNDA administrator will move your data to your project's prearchive.

You can modify your project's prearchive settings to automatically archive all the incoming data if the incoming subject's ID matches any of the subject IDs in your project. It is not a preferred option since you will often have to add or modify session information before archiving your session (transferring from prearchive to archive).

NUNDA policies

Unassigned prearchive retention policy

Unclaimed studies kept in NUNDA's unassigned prearchive will be automatically deleted after a period of 3 months. NUNDA will send out monthly lists of studies currently kept in the unassigned prearchive. If you find a study on the list which you need, please contact NUNDA_Admin@northwestern.edu.