



# MarkVCID Globus Data Transfer Standard Operating Procedure

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MarkVCID Consortium

By the MarkVCID Coordinating Center (Data Core Director Karl Helmer, PhD)

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# MarkVCID Globus Data Transfer Standard Operating Procedure

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The procedures in this SOP should be followed exactly. If changes to the SOP are needed, please send suggested edits to the MarkVCID Coordinating Center.

## I. Scope

This standard operating procedure (SOP) describes the methods that will be performed when using Globus to a) create a Globus account, b) install the Globus client, c) upload MRI or OCTA data after registration and anonymization to the MarkVCID Coordinating Center (CC) or d) transferring data between users.

## II. Procedures

Data will be uploaded using the Globus transfer service ([www.globus.org](http://www.globus.org)). Globus is built on secure gridFTP and allows for the rapid transfer of large data sets. The use of Globus allows the user and the CC to monitor data transfers. Globus consists of two parts: 1) the online interface that allows users to create a Globus account and transfer data from anywhere there is an internet connection and 2) a client (software) on a computer that has access to the data. Both the Globus account and the client are needed to transfer data, since the online account verifies you as a user and the client verifies the source of the data. Note that the Globus client must be running to transfer data; it is not sufficient to only be logged into your Globus account. It is also important that each person has her/his own account, please do not create site or group accounts. Individual accounts allow us to more easily resolve issues and to also provide an audit trail for site data transfers.

1. **Create a Globus account at <https://www.globus.org/globus-connect-personal>**
  - a. Click on "Login"
  - b. Click on "GlobusID to log in" link
  - c. Click on "Need a Globus ID? Sign Up"
  - d. Fill out the form and click "Create ID" using the following model:



Not Logged-In  
[Home](#)

Create a Globus ID [Already have a Globus ID? Log In](#)

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Username  @globusid.org  
Your username will be checked for availability.  
Usernames may contain both letters and numbers, but must begin with a letter and be between 3 and 31 characters long.  
NOTE: this is an ID you are creating — not a working e-mail address

Password   
Better passwords are longer, use mixed-case letters with punctuation and numbers.  
Your password must be strong to be accepted.  
 show password

Full Name

E-mail

This account will be used for  non-profit research or educational purposes  
 commercial purposes

Organization

I have read and agree to the Globus [Terms of Service](#) and [Privacy Policy](#)

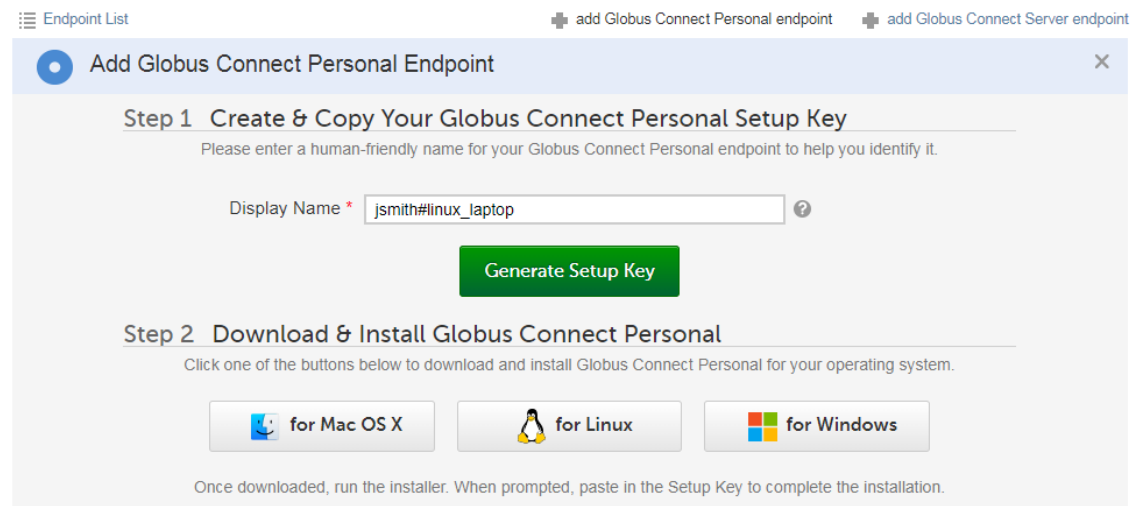
- e. Once done, **email** your Globus username to Michael Magaletta ([mmagaletta@mg.harvard.edu](mailto:mmagaletta@mg.harvard.edu)) and Karl Helmer ([helmer@nmr.mgh.harvard.edu](mailto:helmer@nmr.mgh.harvard.edu)) so that your account may be granted access to the project folders.
- f. Once added to the project, you will receive an invitation email at the email address you used in the registration process. Click on the link: "Click here to apply for membership".

## 2. Install the Globus Connect Personal Client

Data is transferred between Globus endpoints, rather than from computer to computer. You send data from your personal endpoint to the project's shared endpoint where it is retrieved either by the CC or by the user that you are transferring the data to. The Globus client acts as your Globus Connect Personal endpoint and allows connection to the MarkVCID project's shared endpoint to which you will be transferring data. To install the Globus Connect Personal client:

- Enter the following link into your web browser:  
<https://www.globus.org/globus-connect-personal>
- Click on the link leading to the instructions for your preferred operating system (Mac, Linux, or Windows).
- When setting up your endpoint, we suggest you name your Globus Connect Personal endpoint according to the following model:  
“<my\_globus\_username>#<computer\_name>”, where the computer name is a short name to help you remember which computer you installed the software on, e.g., “jsmith#linux\_laptop”. See below for the relevant screen in the installation process.

## Manage Endpoints



Endpoint List    + add Globus Connect Personal endpoint    + add Globus Connect Server endpoint

**Add Globus Connect Personal Endpoint** [X]

**Step 1 Create & Copy Your Globus Connect Personal Setup Key**




Please enter a human-friendly name for your Globus Connect Personal endpoint to help you identify it.

Display Name \*  ⓘ

**Generate Setup Key**

**Step 2 Download & Install Globus Connect Personal**

Click one of the buttons below to download and install Globus Connect Personal for your operating system.

 for Mac OS X     for Linux     for Windows

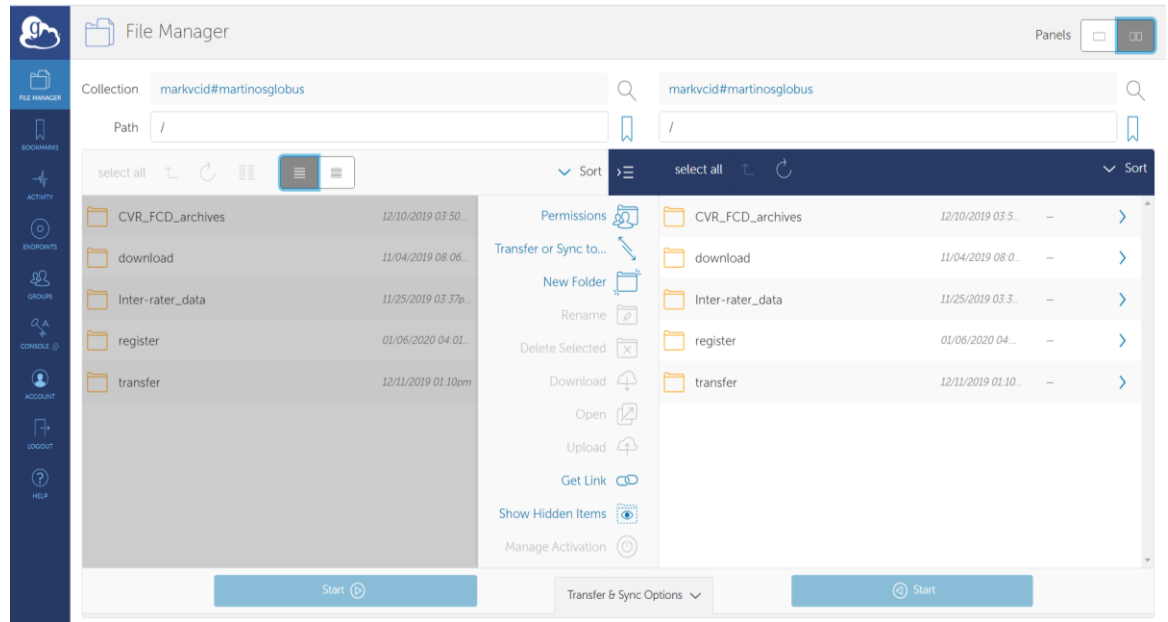
Once downloaded, run the installer. When prompted, paste in the Setup Key to complete the installation.

- Generate and copy the Setup Key
- Download the client software for your operating system.
- Follow the installation instructions provided on the rest of the page.
- If you have any issues with the installation, please contact Michael Magaletta ([mmagaletta@mgh.harvard.edu](mailto:mmagaletta@mgh.harvard.edu)) and Karl Helmer ([helmer@nmr.mgh.harvard.edu](mailto:helmer@nmr.mgh.harvard.edu)) to resolve them.

### 3. Transfer Files

- Make sure the Globus client is running on your computer.
- [Login to the Globus](#) website using your Globus ID and navigate to the Transfer Files page using the “Manage Data” menu.
- On the left panel, in the “Collection” box, enter the name of the Globus Connect Personal endpoint that you created when you installed the Globus client (jsmith#linux\_laptop). Navigate to the directory containing the files/folders you wish to share. Single click on the file or archive that you wish to transfer, to select it. (Make sure to ZIP up the folder containing the collection of files in advance for faster transfer. Instructions for creating a zip archive are widely available on the web.)
- On the right panel, select/enter the name of the MarkVCID project shared endpoint, namely **markvcid#martinosglobus** as the endpoint to which the data

- will be transferred. Double click on the folder into which you wish to put the data. When transferring imaging scan session data to the CC, double click on the “register” folder to transfer the data there. If you are transferring the data to another user within the consortium, please place the data in the “transfer” folder.
- e. Start the transfer by selecting by selecting the arrow pointing in the direction of **markvcid#martinosglobus**.



- f. Once the transfer is successfully started, a green success message will appear at the top of the page. You will receive an email report when the transfer is complete. You can also quickly check the status of the transfer in the “RECENT ACTIVITY” bar above the left pane in the figure above or click on the “Activity” link above that bar.

If the transfer fails, please contact Michael Magaletta ([mmagaletta@mgh.harvard.edu](mailto:mmagaletta@mgh.harvard.edu)) and Karl Helmer ([helmer@nmr.mgh.harvard.edu](mailto:helmer@nmr.mgh.harvard.edu)).