



# 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

Version 1.2 | Effective Date: 11/9/20 | Planned Review Date: 11/8/21

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

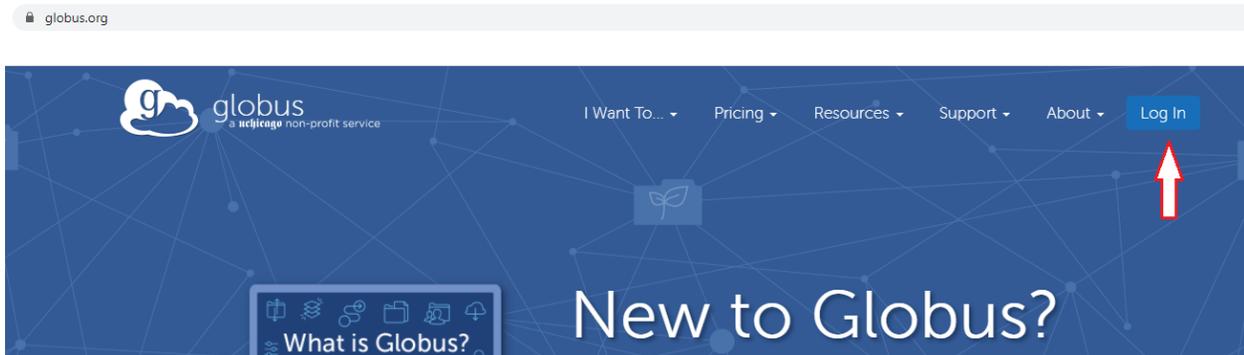
This standard operating procedure (SOP) describes the methods that will be performed when using Globus to a) create a Globus account, b) install the Globus client, c) upload MRI or OCTA data after registration and anonymization to the MarkVCID Coordinating Center (CC) or d) transferring data between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

## II. Procedures

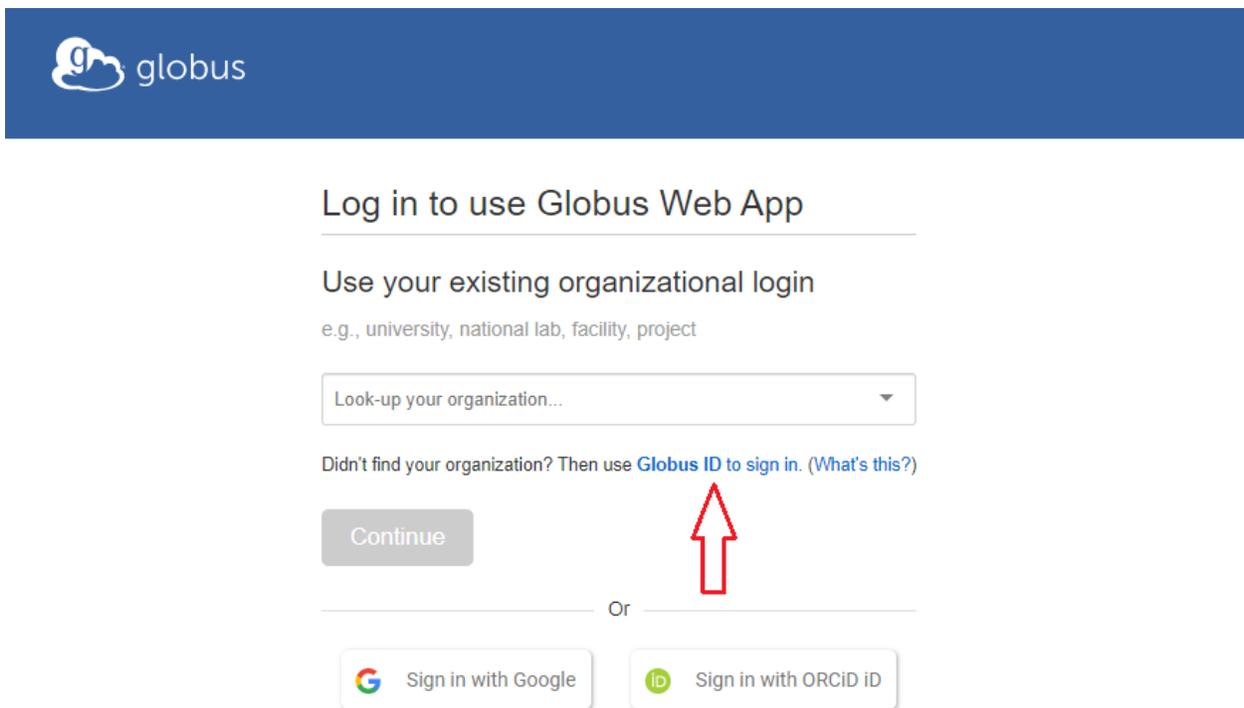
Data will be uploaded using the Globus transfer service ([www.globus.org](http://www.globus.org)). Globus is built on secure gridFTP and allows for the rapid transfer of large data sets. The use of Globus allows the user and the CC to monitor data transfers. Globus consists of two parts: 1) the online 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.

Instructions for creating and account, installing the software, and transferring data are presented in the sections below. The instructions are accompanied by screen shots to help you navigate the process. While the steps are given in detail, the actual process is quick and straightforward. Once the software is set up and running, transfers can be accomplished with only a few mouse clicks.

1. Create a Globus account at <https://www.globus.org/>
  - a. Click on "Login"



- b. Click on "GlobusID to sign in" link (or you can sign in using your institutional login if it is available under "Look-up your organization". You can also sign in with your Google account or using your ORCID ID. To create and use a Globus ID rather than the other options listed above, continue with the following instructions.



- c. Click on "Need a Globus ID? Sign up"

### Log In with Globus ID

[Need a Globus ID? Sign Up](#)



The client **Globus Auth** is requesting access to your **globusid.org** account for accessing a third-party website or application located at **auth.globus.org**. If you approve, please log in to continue.

Username  @globusid.org

Password

[Forgot password?](#)

- d. Fill out the form using the following model, agree to the Terms of Service and click "Create ID":

### Create a Globus ID

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

The client **Globus Auth** is requesting access to your **globusid.org** account for accessing a third-party website or application located at **auth.globus.org**. If you approve, please create a Globus ID account to continue.

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

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@mgh.harvard.edu](mailto:mmagaletta@mgh.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. If you have

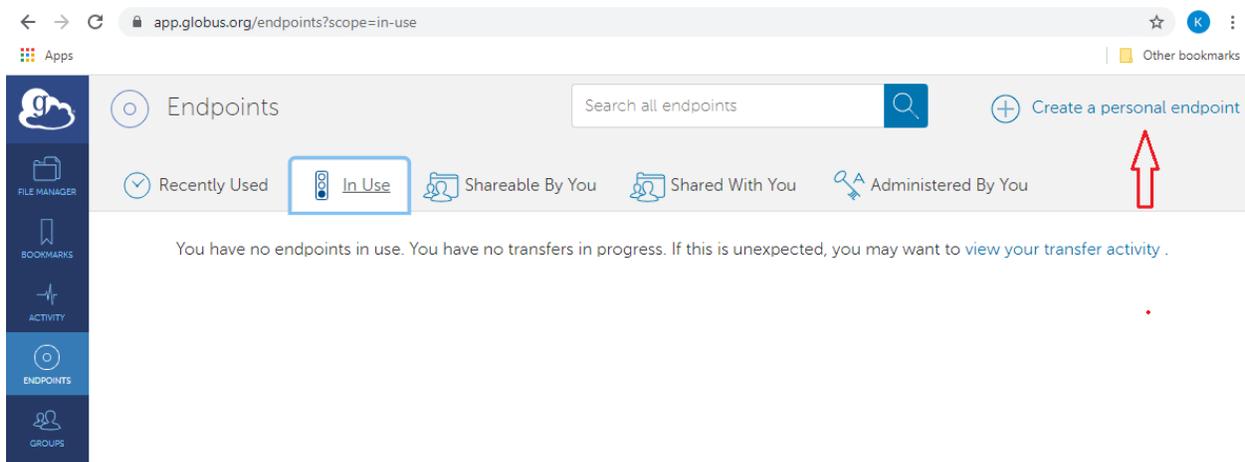
signed in using an institutional email, Google email, or other ID, please email this email/ID and your site name to Michael Magaletta.

- 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”.

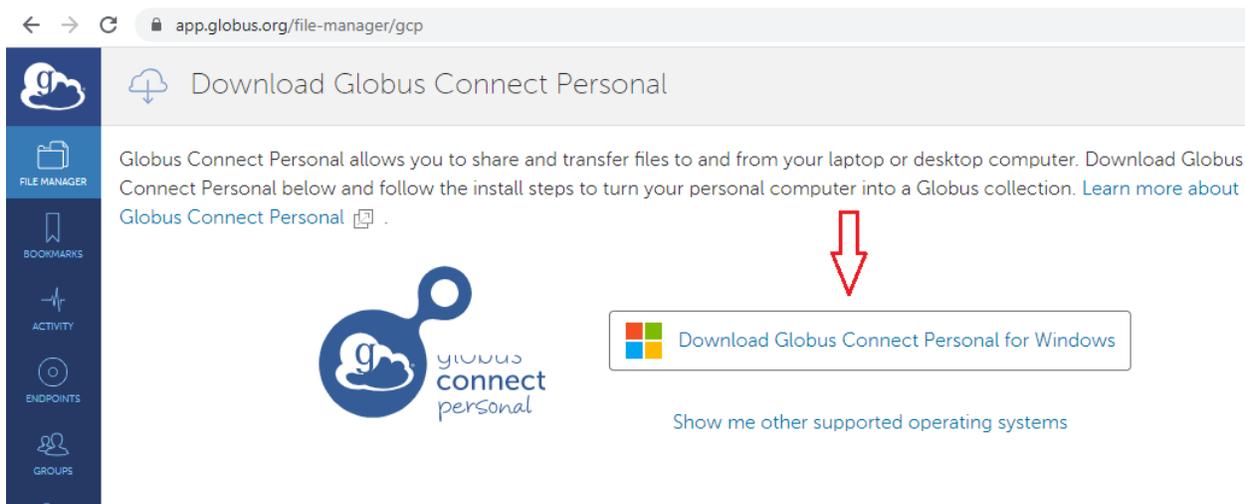
## 2. Install the Globus Connect Personal Client

This process creates a personal endpoint on your computer and allows connection to the MarkVCID project’s shared endpoint to which you will be transferring data. Here “endpoint” just means that you have a copy of the Globus software on your computer and it is verified by Globus.

- a. Navigate your web browser: to <https://www.globus.org> and log in.
- b. Click on “Endpoints” on the left-hand side of the screen. Then click on “Create a personal endpoint”.



- c. Then click on the download button, verifying that the link is for the correct operating system. You may select a different operating system version by clicking on “Show me other supported operating systems.”



- d. Follow the instructions to finish the installation. Select the option to start the Globus client at the end of the installation process.
- e. You will then be asked to name your Collection. A Globus Collection is simply a short name used to identify the computer. We suggest you name your Globus Collection with a mnemonic to help you identify the computer, as you may install the Globus software on multiple computers.

**Collection Details**

Owner Identity: susandoe@globusid.org

Collection Name: winlaptop1

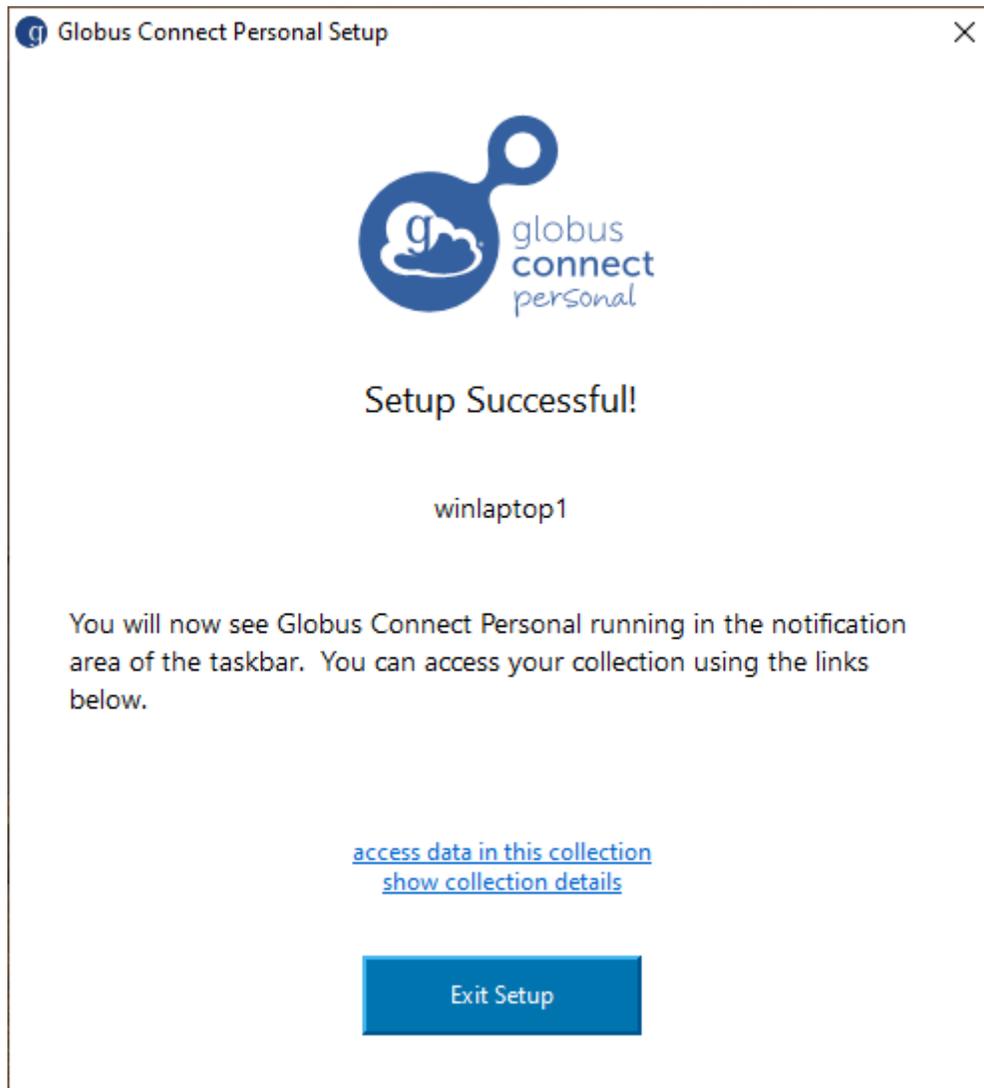
Description: win 7 test laptop

High Assurance  Choose this option only if your computer stores sensitive data such as Protected Health Information or Controlled Unclassified Information.

Save

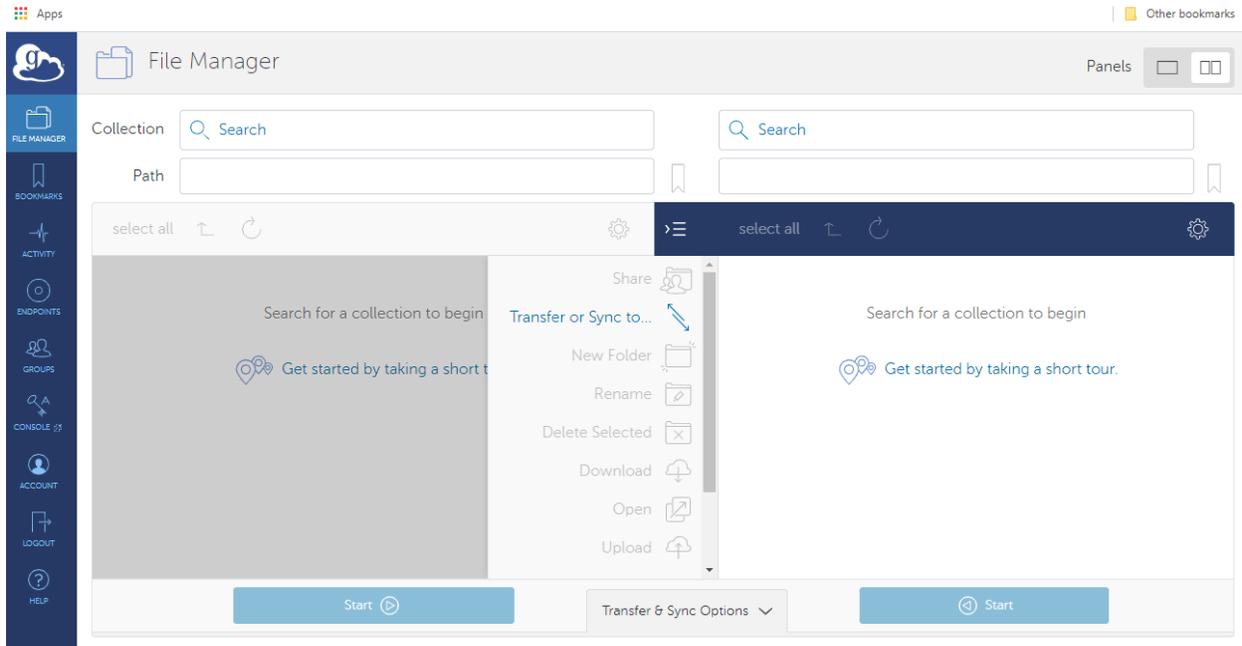
Note that only one person can install the Globus software on a computer. Also, note that there is a default folder into which Globus will transfer your files (in Windows this is your Documents folder), but it can be changed. [For instructions on how to further configure your Globus installation, navigate to <https://docs.globus.org/how-to> and click on the link "Install, Configure, and Uninstall Globus Connect Personal for <your operating system>."] Click on the "Save" button to finish the Collection setup process.

- f. If the software has successfully installed, you will see the screen below. Click on “access data in this collection” to view the default folder and begin transferring data. If you have any issues with the installation, please contact Michael Magaletta ([mmagaletta@mgh.harvard.edu](mailto:mmagaletta@mgh.harvard.edu)) for assistance.



### 3. Transfer Files

- a. Make sure the Globus client is running on your local computer and log into your Globus account at [globus.org](https://globus.org).
- b. Click on the “File Manager” icon from the column of icons on the left-hand side of the window. Be sure to select the two-panel view, which can be selected using the right-hand “Panels” icon with two squares on the upper right-hand side of the screen.



- c. On the right panel, in the “Collection” box, enter the name of the Globus Connect Personal endpoint that you created when you installed the Globus client (e.g. winlaptop1). 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.)
  
- d. In the “Collection” pane on the left-hand side of the screen, select the name of the MarkVCID project shared endpoint: 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. You will only be able to see this endpoint once you have been given permission so if you are not able to view that Collection, please contact Michael Magaletta ([mmagaletta@mg.harvard.edu](mailto:mmagaletta@mg.harvard.edu)).

[Note that it doesn’t matter which pane is used for what Collection. Just remember to use the “Start” icon that has its arrow pointing to the Collection that you are sending data to.]

