Joint Institute Data Synchrony Policy and Processes

I. Statement of Policy

All Joint Institute programs and investigators are required to follow the standards of transferring and storing clinical data established by the JI Biorepository and Biomedical Informatics Core (BRBI).

II. Reasons for Policy

Clinical data transfer and synchrony between the University of Michigan Medical School (UMMS) and Peking University Health Science Center (PKUHSC) is crucial to the success of Joint Institute research. The purpose of this policy is to establish a recommended process for clinical data synchrony and storing between the two systems and thereby achieving the security and efficiency of research collaboration.

III. Overview

The technical infrastructure established by the BRBI core has the following features to enable a secure and efficient data transferring.

- Allows transfer of large image files and datasets between PKUHSC and UMMS, even over an unstable Internet;
- Servers have special folders to store data to be transferred;
- Special folders are checked for new files every five minutes and synchronized;
- Users upload data to local server and the transfer is automated.

IV. Recommended Data Synchrony Process
V.

Step 1: Setting up an account

- Email help@mbni.org to request a new account.
- You will receive an automated email from help@mbni.org with a temporary 24-hour token to set up your password. If you are unable to change your password within the 24-hour window, you will need to request a new password change token.
- Password change URL: https://mbni.org/password. Please note that your password must meet requirements as follows: (1) At least 15 characters; (2) At least 1 character from at least 2 of these character classes: lowercase letters, uppercase letters, numbers, and special characters.

Step 2: Accessing the file server

- The host name of the file server is mbni.org

11/21/2017 Final

- Download Filezilla from the website: https://filezilla-project.org/
  - Click the Download Filezilla Client button (not Server) and select your operating system;
  - Select Filezilla (not Filezilla Pro);
  - Install Filezilla (uncheck the Install Additional Software options)
- After you successfully install Filezilla, go to File > Site Manager
- Click the "New Site" button and enter a name for this connection
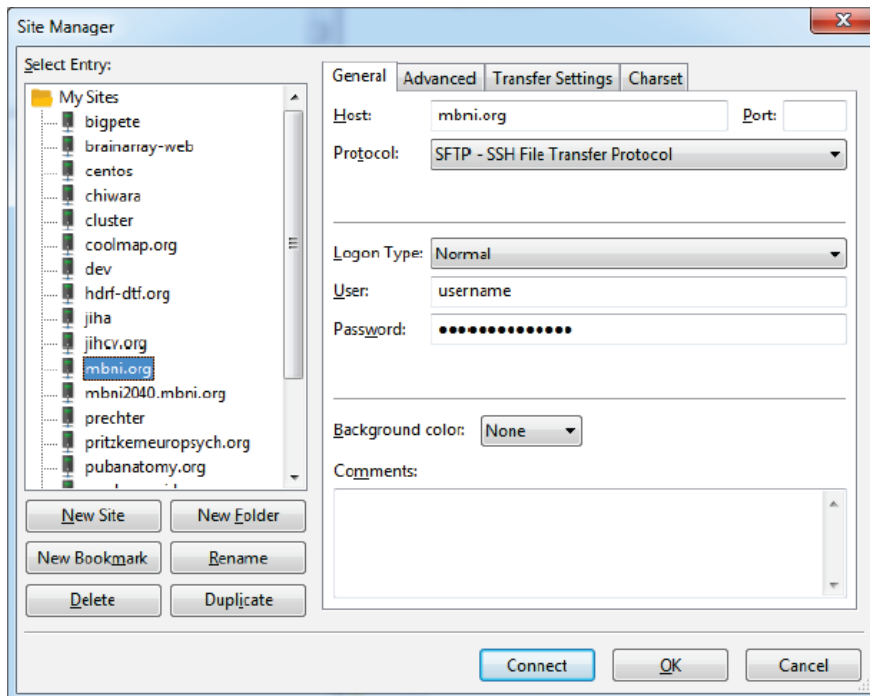
- On the right side of the Site Manager window, enter the following information:
  Host: mbni.org
  Port: <blank>
  Protocol: SFTP – SSH File Transfer Protocol
  Logon Type: Normal
  User: <username>
  Password: <password>
- Click the Connect button to connect to the server.
- You will start in your home folder, /home/<group>/<username>. The shared folder for your group is located at /home/<group>/club_house.
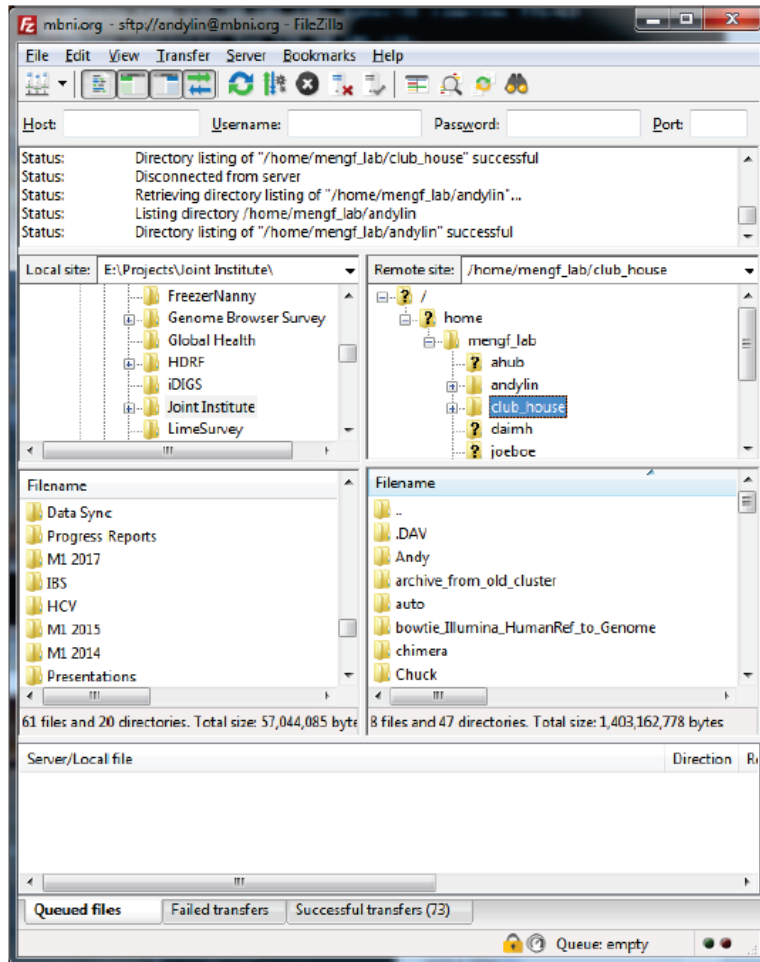
- The left side window displays local files on your computer and the right side window displays files on the server. In the window, you can navigate by clicking on folders or typing in the Local Site and Remote Site fields; drag and drop to move files and folders; or right-click on files and folders to see additional options
- For additional information using Filezilla, please visit the following URL: https://filezilla-project.org/support.php

Step 3: Checking network status

- Latency Check URL: https://jihcv.org/check-bjmu/
- Displays network latency between UM and PKUHSC (in milliseconds) over an entire day (Latency of 5000 ms or greater indicates a network outage).
- The date is displayed at the bottom of the graph header o Use the arrows next to the date to view different dates.