

2022 Q1 BICCN Data Submission

The BICCN will reach its impact by sharing data! The policy of the BICCN is that all data generated as part of this effort is made available to the community; please review BICCN data policies and terms of use [here](#). At the BCDC and data archives, we are working to improve our processes, so you will see incremental changes each quarter in the submission process.

Highlights of submission process:

Step	Item	Instructions	Deadline	Verification Step
Step 1	Register new projects and data collection	Template and instructions	March 24	
Step 2	Upload Sample/Specimen Metadata to BCDC	Template and instructions	March 31	April 7 BCDC confirmation (see below for details)
Step 3	Upload data files to archives	NeMO instructions BIL Instructions DANDI Instructions BossDB Instructions	March 31	April 7 Archive verification
Reporting	Report confirmed data uploads to archives	To be provided by NIH	April 14	

STEP ONE: Register your new projects and data collections

- **DATASET METADATA SUBMISSION FORM.**
 - **New projects or data collections.** Please register *NEW* projects and data collections by December 15. Project and data collection template can be downloaded (*project_collection_template.xlsx*) from the **BCDC Metadata Github repository** [here](#). Email the form to data.curation@alleninstitute.org. We will provide a reference name for your dataset that can be used in your archive submissions.
 - **Obtain access to the Dataset Metadata Submission form.** Curation of project and data collection information can be performed in an online tool. If you do not yet have your individual link to the Dataset Submission form, please contact the Data Curation team at data.curation@alleninstitute.org. We have added a log in step for the online dataset metadata submission form using ORCID authentication; you can register yourself at <https://orcid.org/>
 - **Edit and add fields in the Dataset Curation Tool.** Once your project and data collection are created, within the tool, you can navigate to your projects and data collections, add fields and edit information.

STEP TWO: Provide your sample/specimen inventory to the BCDC via the online Ingest Tool.

- **SPECIMEN-LEVEL METADATA**

- The sample metadata template can be downloaded from the BCDC Metadata Github repository [here](#). Add the specimen metadata for your 2022 Q1 submissions directly in the spreadsheet.
 - Please provide new data only in the specimen template. For changes or updates to previously submitted specimens, contact data.curation@alleninstitute.org
 - For instructions on how to fill out the fields in the Specimen Inventory template, see [here](#).
 - For help with any questions, Office Hours are available – please see times and Zoom info at the bottom of this page.
- All Specimen Inventory metadata deposited in previous quarters can be found [here](#).
- We will be using the new online Ingest Tool for submitting your specimen metadata spreadsheet and generating receipts of your submissions to BCDC for reporting to NIH. Contact data.curation@alleninstitute.org with your ORCID ID to set up an account. We will hold several open Office Hours the last week of March to guide submitters through the ingest process. **Look out for an email in the coming days with more details and Zoom links for the Ingest Office Hours.**

STEP THREE: Upload [raw data](#) that meets your QC standards to the appropriate archive.

NOTE:** each archive has different upload requirements to enable file validation and proper association with the Sample Inventory metadata. ***Please be sure to use the same sample identifier in submissions to the archive and to BCDC. Please check with the relevant archive below to obtain your data upload instructions. If the archive requests the association between the data file and a data collection or project, you will use the data collection reference name registered with the BCDC.

Archive Data Submission Instructions and Contacts

- [Instructions](#) for NeMO omics data archive; contact Heather Creasy HHuot@som.umaryland.edu.
- [Instructions](#) for BIL image data archive, contact bil-support@psc.edu
- [Instructions](#) for DANDI neurophysiology data archive; [User training video](#); contact DANDI helpdesk help@dandiarchive.org
- [Instructions](#) for BossDB imaging data archive; contact info@bossdb.org for support

BCDC Data Submission contacts

- For BCDC Metadata submission, please note the contact email address is data.curation@alleninstitute.org.

Important dates

BCDC Office Hours

- Friday March 18th – 10 am PDT / 1 PM EDT, 1 hour
Join Zoom Meeting

<https://alleninstitute-org.zoom.us/j/98980886682?pwd=SFJ1clNMeTc2eEx4U0E1WXA5WlpQdz09>

Meeting ID: 989 8088 6682

Passcode: 451860

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Meeting ID: 989 8088 6682

Find your local number: <https://alleninstitute-org.zoom.us/j/98980886682?pwd=SFJ1clNMeTc2eEx4U0E1WXA5WlpQdz09>

- Tuesday March 22nd – 10 am PDT / 1 PM EDT, 1 hour

Join Zoom Meeting

<https://alleninstitute-org.zoom.us/j/94912308975?pwd=N0Z6a0xNK1h2NVplY2pvaTBDbTF0QT09>

Meeting ID: 949 1230 8975

Passcode: 743846

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