

# Institution Pilot Kit

Everything you need to evaluate a FAIRy pilot at your institution (and get quick internal approval)

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## What this pilot is

FAIRy is a local-first dataset preflight / readiness checker. In the pilot, we work with you to encode your must-have fields and filename rules for one type of dataset, and generate a Submission Readiness Report + Attestation you can use internally. No data leaves your institution.

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## What happens in this pilot (timeline)

**Step 1:** 30-min scoping call → define 5–7 required fields, file naming rules, where data normally ends up.

**Step 2:** You (the institution) run FAIRy once on a tiny test bundle OR you send us a few rows + fake filenames and we generate the first report for you.

**Step 3:** We send you: - a) Submission Readiness Report (human-readable "fix these" sheet), - b) an Attestation file (machine-readable proof of what was checked).

**Step 4:** You tell us if the language is usable with your submitters or needs tweaks.

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# What you get out of the pilot

- a) An institution-style rulepack: your internal "must not be blank / must match / must follow this naming pattern."
  - b) A Submission Readiness Report you can send back to labs with "please fix these before I can accept this dataset."
  - c) An Attestation (timestamp + rulepack + hashes) you can keep as proof you actually checked data before ingest.
  - d) Language you can use to require people to run checks before handoff ("Please include the FAIRy readiness report in your submission to us.")
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## Data handling / safety

- FAIRy runs locally (pip / conda / Docker).
  - Validation is performed on your machine / inside your network.
  - The Submission Readiness Report and Attestation do not include raw data — only flags (like "row 2 missing specimen\_id") and file hashes for provenance.
  - We do not ask for or store your actual dataset.
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## What we'll ask from you

- 30 minutes with the person who knows "what always goes wrong."
- A tiny fake or redacted sample (2–5 rows + representative file names) so we can draft your first rulepack.
- A review check: "Does this report read in your voice?" (We'll rewrite wording if needed so you can forward it without embarrassment.)

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## Who supports you during the pilot

- You'll have direct contact with me (Jennifer Slotnick, Datadabra / FAIRy).
- We'll adjust the rulepack wording so you don't have to manually rewrite "please fix X" emails.
- We'll help you decide whether this stays as "you run FAIRy and send out reports" vs eventually "you ask labs to run FAIRy themselves."