



SCON

Standardized Centralized Alzheimer's and Related Dementias Neuroimaging (SCAN)

MRI Checklist, QuickStart Guide, Manual

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SCAN MRI Checklist





SCAN MRI Checklist

About this checklist: This checklist is designed to serve as a roadmap for MRI Scanner Approval and for uploading MRI data according to the SCAN protocol.

Step 1. Identify SCAN MRI liaison(s) responsible for study oversight

- Description of SCAN MRI liaison role
 - Respond to queries from the SCAN team
 - o Responsible for SCAN MRI Imaging at enrolling site
 - Maintain current list of site contacts for imaging site
 - Ensure protocol compliance (regulatory/imaging)

Step 2. Submit SCAN MRI site information

- Submit site and contact information for your SCAN MRI liaison and other relevant team members at your site via this form: [Site Information Form]
 - o Identify who will serve as the SCAN MRI liaison for your ADRC
 - All site contacts for imaging site (Technologists/Uploaders/PI's)

Step 3. Prepare to participate in the SCAN Study

• Ensure regulatory compliance and institutional approval for external data sharing (see <u>Section 4.1</u> for more information)

• Certify your MRI Scanner

- Select a scanning option
 - Review MRI scanning options 1 and 2 (see <u>Protocols in Quick Start Guide</u> for more information) and determine which MRI scanner(s) will be used for the study at your site
 - Submit MRI scanner(s) information and scanning option selection to <u>SCANmri@mayo.edu</u>.

• Receive and implement MRI protocol

- Once your MRI scanner and options are received by email at <u>SCANmri@mayo.edu</u>, you will be emailed the appropriate electronic MRI protocol file and instructions for certification from SCAN MRI Core at Mayo Clinic (<u>SCANmri@mayo.edu</u>)
- Load electronic protocol onto your selected MRI scanner(s)
- Perform certification scan on MRI phantom (see <u>Section 2</u> for more information)
- Upload images to SCANQUAL project using LONI uploader (see <u>Section 8</u> for more information)
- Email <u>SCANmri@mayo.edu</u> to alert them that upload of certification images is complete
- Receive MRI Certification letter from SCAN MRI Core at Mayo Clinic





Step 4. Collect and upload participant data according to the SCAN protocol used for certification of your MRI Scanner

- Identify participants that are eligible for the study
 - o All participants must have
 - been IRB consented (see <u>Section 4.1</u> for more information)
 - a NACC ID *Note If the participant does not have an assigned NACC ID, data upload will not be accepted*
 - been scanned after January 1, 2021
 - MRI data that will be collected according to SCAN standards.
 - (Sites must use electronic protocols provided/approved by SCAN MRI Core – these will be emailed to you by <u>SCANmri@mayo.edu</u> after you have completed checklist step 3 above)

• Collect participant images

- Schedule SCAN compliant imaging session
- Ensure previously approved electronic MRI protocol file will be used
- MRI Technologists acquires images

• Upload participant images to SCAN project on LONI

- o Review upload portion of MRI Manual
- Begin upload, fill out metadata form associated with upload on LONI, and complete upload
 - After images are uploaded, you will be transferred to the Image Upload Metadata form through the LONI web interface
 - (See a <u>Metadata Form</u> example)
 - Complete a metadata form
- Ensure all images are uploaded (check confirmation page following upload)

• Questions and troubleshooting

- o Question/Issues with MRI can be directed to
 - <u>SCANmri@mayo.edu</u>
 - o Question/Issues related to LONI upload can be directed to
 - <u>data.coordinator@loni.usc.edu</u>





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Standardized Centralized Alzheimer's and Related Dementias Neuroimaging (SCAN)

SCAN Quick Start Guide





CONTACT INFORMATION FOR THE SCAN STUDY

If you have any questions or concerns regarding MRI imaging, please contact the Mayo Clinic Aging and Dementia Imaging Research (ADIR) Laboratory:

SCANmri@mayo.edu

If you have any questions or concerns regarding the scan uploading to LONI, please contact:

data.coordinator@loni.usc.edu

MRI SCANNER/SITE QUALIFICATION

Prior to any SCAN participants being imaged, the site's scanner must complete MRI Site Qualification. In most cases, for MRI systems that have been qualified for ADNI or similar studies, site qualification will only involve scanning a phantom with the electronically provided SCAN sequences, which will be provided by the Mayo Clinic ADIR Lab. For new sites or scanners not involved in the ADNI or similar studies, qualification will require scanning the complete protocol on a consented volunteer.

PROTOCOLS

There are two protocol options for SCAN – each site can choose which they prefer:

Option 1: MRI site only required to do two SCAN sequences:

- 1. Accelerated Sagittal 3D T1 Weighted Sequence (ADNI3 Sequence)
- 2. Accelerated Sagittal 3D FLAIR Sequence (ADNI4 Sequence)

In this case, the first two scans (approximately 12 minutes of imaging time) would belong to SCAN, then remainder time imaging would be unique at each site.

<u>Option 2</u>: MRI site performs the full SCAN protocol (ADNI4) or a subset of the full protocol that includes T1, FLAIR and one or more of the additional series below:

- 1. 3 Plane/Tri-Planar Scout/Calibration Scan
- 2. Accelerated Sagittal 3D T1 Sequence
- 3. Compressed Sagittal 3D T1 Sequence (where applicable)
- 4. Sagittal 3D FLAIR Sequence
- 5. Sagittal 3D T2 Weighted Sequence
- 6. Axial 2D/3D ME T2 GRE Sequence
- 7. Axial DTI PA Sequence (*Multiband if applicable*)
- 8. Axial DTI AP Sequence (where applicable Multiband if applicable)
- 9. Axial fcMRI Sequence (Multiband if applicable)
- 10. Axial 3D pCASL Axial 3D PASL Sequences (multiple series)
- 11. Accelerated High Resolution Hippocampus Scan (Oblique** perpendicular to hippocampal tail)

**Except for the HRH sequence, all scans should be scanned as straight axial or sagittal.

Prior to scanning Option 2, all sites involved in the SCAN receive an electronic protocol for importation onto their MRI scanner and instructions for loading will be provided by the ADIR Lab. This will allow for all systems to have a uniform protocol loaded onto their system without the manual entering of parameters.





NOMENCLATURE

When entering information into the scanner console please use the following nomenclature:

Phantom:	1_P_0000 (Site ID*_P_Number) (Use this ID for upload to LONI as well)
Volunteer:	1_V_0000 (Site ID*_V_Number) (Use this ID for upload to LONI as well)

*Please note that there is no leading zeros in the site number.

Participant: Use local *Participant ID or PTID.

*Participant ID or PTID (local Participant ID) is a sequence of up to 10 characters.

The participant ID or PTID is different from the NACC ID and is your ADRC-managed participant ID, or "local ID". *Formats vary by ADRC.*

As noted in <u>Section 8</u>, any fields that may contain participant information will be de-identified and rendered HIPAA compliant as part of the upload process via MRI Scan Upload to LONI.

UPLOAD OF DATA

Prior to uploading the qualification data to the SCAN Document Repository on LONI, your site will need to obtain access to the database through the LONI helpdesk: Detailed information on performing the upload can be found in section 2.6.

There are two projects on LONI for SCAN

SCAN (used for participant scans) and SCANQAUL (used for uploading qualification scans).

You can register for your scan account here:

https://ida.loni.usc.edu/home/projectPage.jsp?project=SCAN

or

https://ida.loni.usc.edu/services/NewUser.jsp?projevct=SCANQUAL

Then email <u>data.coordinator@loni.usc.edu</u> to have your permissions set for the appropriate projects.

*In addition to sending to LONI, please archive all sequences acquired using your site's standard practice as well.

DO YOU HAVE DATA ACQUIRED AFTER JANUARY 1, 2021 ON NACC PARTICIPANTS TO UPLOAD?

Make sure the participant is appropriate and the images have been acquired according to SCAN protocols. If so, please plan to send them to LONI as you would with any other participant.

QUESTIONS?

Questions about Uploading SCAN data: data.coordinator@loni.usc.edu

Technical/QC questions: <u>SCANmri@mayo.edu</u>

Questions/concerns regarding individual participants contact the study coordinator at your referral site.





SCON

Standardized Centralized Alzheimer's and Related Dementias Neuroimaging (SCAN)

SCAN MRI Procedures Manual





A. CONTACT INFORMATION FOR THE SCAN STUDY

If you have any questions or concerns regarding MRI imaging, please contact the Mayo Clinic Aging and Dementia Imaging Research (ADIR) Laboratory:

SCANmri@mayo.edu

If you have any questions or concerns regarding the scan uploading to LONI, please contact:

data.coordinator@loni.usc.edu

1. BACKGROUND AND SIGNIFICANCE OF THE SCAN STUDY

The goal of this study is to harmonize MR acquisitions across ADC sites to facilitate analyses of shared data.

2. SITE QUALIFICATION

2.1. Overview

Prior to any SCAN participants being imaged, the site's scanner must complete MRI Site Qualification. In most cases, for MRI systems that have been qualified for ADNI or similar studies, site qualification will only involve scanning a phantom with the electronically provided SCAN sequences, which will be provided by the Mayo Clinic's ADIR Lab. For new sites or scanners not involved in the ADNI or similar studies, qualification will require scanning the complete protocol on a consented volunteer.

2.2. Importing Electronic Protocols

Prior to scanning, all sites involved in the SCAN study will receive an electronic protocol for importation onto their MRI scanner. The file (Exam Card – Philips; Protocol Exchange – GE; or .exar file – Siemens) and instructions for loading will be provided by the ADIR Lab. This will allow for all systems to have a uniform protocol loaded onto their system without the manual entering of parameters.

NOTE: Only the scanner qualified for the SCAN study at your site should be used for ALL participant scans during the study. If the same MRI scanner is not used, the scan will fail and will need to be completed on the approved system unless change is pre-approved by MRI unit.

2.3. MRI Qualification Phantom Scan Instructions (Applicable to previously qualified ADNI or Similar study scanners)

For site qualification, the MR site must scan a phantom using the electronically loaded SCAN Human Scan protocols. (*This can be done prior to IRB approval.*)

- MRI qualification will consist of a complete scan of the entire human protocol done on any MRI phantom.
- No adjustments should be made to these protocols.

COIL Selection: Sites are encouraged to use their best coil available to them for participant scans and, thus, request site certification scans are done with that coil as well.





*NOTE: The ADNI Phantom may not fit in 64 or 32 channel head coils. Sites are instructed to use any spherical MRI phantom that does fit in their best coil.

Once the scan is received, the ADIR Lab QC team will review the scanned protocols for correct parameters, good image quality and scanner performance. This review will be completed within seven business days of receiving the data. If the scans do not pass ADIR Lab QC, the site will be asked to re-scan after making the suggested changes by the ADIR Lab QC team.

2.4. MRI Qualification Volunteer Scan Instructions (Applicable to new scanners/sites not previously qualified for ADNI or similar studies)

If a site is using a new scanner that was not previously qualified for the ADNI or similar study, the ADIR Lab will require a site to acquire the SCAN sequences on a human volunteer to complete MRI certification. In this case, the site will be asked to scan the entire protocol on consented human volunteer(s) without modification.

Once the scan is received, the ADIR Lab QC team will review the scanned protocols for correct parameters, good image quality and scanner performance. This review will be completed within seven business days of receiving the data. If the scans do not pass ADIR Lab QC, the site will be asked to re-scan after making the suggested changes by the ADIR Lab QC team.

2.5. Nomenclature for Qualification Scans

When entering information into the scanner console please use the following nomenclature:

Phantom:	1_P_0000 (Site ID_P_Number)
Volunteer:	1_V_0000 (Site ID_V_Number)

*Please note that there is no leading zero in the site number.

2.6. Data Transfer of Qualification Scans

2.6.1. Upload of Qualification Scans

Prior to uploading the qualification data to the SCAN Document Repository on LONI, your site will need to obtain access to the database through the LONI helpdesk:

https://ida.loni.usc.edu/services/NewUser.jsp?project=SCANQUAL

Please archive all sequences acquired for site certification using your site's standard practice and upload via the LONI Image Repository (<u>Section 8</u>).

2.7. Site Certification Scan Results

The ADIR Lab QC team will perform a quality control check on the phantom and/or volunteer scan data within seven business days of data received. ADIR Lab QC team will determine if the correct parameters have been met and assure there are no other underlying problems seen during the scanning of these sessions. After successful qualification scanning and successful scan of the first participant, an official Site Certification e-mail will be sent to the SCAN study contacts notifying them their site has been approved and is ready to scan participants.





3. ONGOING QUALITY CONTROL AND PHANTOM SCANS

There are no ongoing quality control phantom scans for SCAN. The MRI site scanners will only be required to scan the MRI phantom at initial site qualification and again if there are scanner software and/or hardware upgrades.

Please see instructions for scanning the phantom in the MRI Site Qualification, Section 2.3.

3.1. Hardware and Software Upgrades

To avoid any delays or mistakes in scanning, the ADIR Lab QC team requires notification at least 2 weeks *PRIOR* to any software and/or hardware upgrades for any scanner involved in the SCAN imaging study so they can provide you the correct upgraded protocols if needed.

At the time of the MRI scanner upgrade, you will be required to scan a phantom prior to continue scanning study participants.

IMPORTANT:

If a site fails to perform these phantom scans and/or they have not been performed within 2 weeks of the upgrade, SCAN may not accept or reimburse the subsequent participant scans. The study coordinator and the principal investigator at the site will be notified if a phantom scan has not been received within that time frame.

If you have questions regarding this procedure, please contact: <u>SCANmri@mayo.edu</u>.

3.2. Phantom Results and Site Notification

The ADIR Lab QC team will examine each phantom data set to ensure that there are no underlying problems with the scanning session. Within seven business days of receiving the data, if there is an issue that needs to be addressed, an email will be sent notifying you of the problem.

4. MRI PARTICIPANT PRE-SCAN PROCEDURES

4.1. Regulatory

- 4.1.1. Sites are required to follow their local IRB study procedures.
- 4.1.2. Sites must have IRB approval before scanning any participants.
- 4.1.3. IRB must allow for approval to publicly share participant data.

4.2. Participant Pre-screening

All participants should have been screened by the consenting study coordinator for standard MRI contraindications. However, participants must be rescreened for MRI contraindications immediately before the MRI scan using your local standard protocol. Contraindications include, but are not limited to:

- The presence of non-removable ferrous metal objects
- Aneurysm clips
- Pacemakers
- Other contraindications such as defibrillators, etc.

4.3. Participant Safety and Monitoring

- 1. All sites should follow the standard participant consent protocols as approved by your local IRB.
- 2. Explain the scan procedure to the participant so that they know what to expect during the MRI.





- 3. Please use universal MRI safety precautions. Make sure that participant does not have any large ferrous metal on or inside of him/her such as shrapnel, a metal fragment in the eye, aneurysm clips, ear implants, spinal nerve stimulators, permanent makeup, or a pacemaker. Make sure that all loose metal objects are removed.
- 4. Offer the participant hearing protection.
- 5. Please use standard local practice for monitoring the participant during the scan. These may include MRI safe devices to monitor pulse and O₂ levels.

4.4. Head Coil Selection

Sites are encouraged to use the best head coil available to them for participant scans. (*Typically, this is a 64 or 32 channel head coil for most Siemens and Philips sites.*)

4.5. Participant Positioning

- 1. Proper participant positioning is crucial for successful reproduction of serial MRI exams. Therefore, it is important that each participant is positioned in the same manner for each MRI exam.
- 2. Please follow the procedures below for positioning the participant in the head coil:
 - Besides standard room exclusions, ensure the participant has removed their dentures as well as any hair clips, combs, earrings, necklaces, etc.
 - Remove all upper body clothing with metallic trim, such as zippers, buttons or embroideries that may cause artifacts in the MRI images.
 - Provide each participant with ear protection.
 - Position the participant so their head and neck are relaxed, but without rotation in either plane. Proper placement in the head coil is crucial because scans are acquired straight, not in an oblique orientation. The participant should also be well supported in the head coil to minimize movement. Motion artifacts may result in data rejection and request for a re-scan in many cases.
 - Support under the back and/or legs can help to decrease strain on the knees and back as well as assisting in the stabilization of motion in the lower body.
 - Once participant has been positioned, place sponges along the sides of head and a Velcro strap across forehead (if available) for stabilizing support and reduction of motion.
 - Align the centering crosshairs on the participant's nasion (*directly between the eyebrows*) at every scanning session.
 - Center the head coil over the participant's head, making sure the participant is high enough in the coil to prevent signal loss at the inferior aspect of the brain.
 - Offer each participant a panic button in case of emergencies or claustrophobia if common local practice at your facility (for example, a squeeze ball alarm).
 - Remind participant to hold as still as possible and advance the participant to the iso-center of the scanning bore.





5. MRI ACQUISITION SEQUENCES

5.1. MRI Human Brain Scan Sequences

SCAN Participant Scanning Sessions:

There are two protocol options for SCAN – each site can choose which they prefer:

Option 1: MRI site only required to do two SCAN sequences:

- 1. Accelerated Sagittal 3D T1 Weighted Sequence (ADNI3 Sequence)
- 2. Accelerated Sagittal 3D FLAIR Sequence (ADNI4 Sequence)

In this case the first 2 scans (approximately 12 minutes of imaging time) would belong to SCAN, then remainder time imaging would be unique at each site.

Option 2: MRI site performs the full SCAN protocol (ADNI4) or a subset of the full protocol that includes T1, FLAIR and one or more of the additional series below

- 1. 3 Plane/Tri-Planar Scout/Calibration Scan
- 2. Accelerated Sagittal 3D T1 Sequence
- 3. Compressed Sagittal 3D T1 Sequence (where applicable)
- 4. Sagittal 3D FLAIR Sequence
- 5. Sagittal 3D T2 Weighted Sequence
- 6. Axial 2D/3D ME T2 GRE Sequence
- 7. Axial DTI PA Sequence (Multiband if applicable)
- 8. Axial DTI AP Sequence (where applicable Multiband if applicable)
- 9. Axial fcMRI Sequence (*Multiband if applicable*)
- 10. Axial 3D pCASL Axial 3D PASL Sequences (multiple series)
- 11. Accelerated High Resolution Hippocampus Scan (Oblique** perpendicular to hippocampal tail)

**Except for the HRH sequence, all scans should be scan as straight axial or sagittal.

Prior to scanning Option 2, all sites involved in the SCAN receive an electronic protocol for importation onto their MRI scanner and instructions for loading will be provided by the ADIR Lab. This will allow for all systems to have a uniform protocol loaded onto their system without the manual entering of parameters.





5.2. MRI Example Images

5.2.1. Human Scan Sequences - Image Examples

The following pages are example images of what will be acquired for the ADNI4 study, as well as positioning recommendations.

• If the participant is not positioned properly, please adjust the participant in the head coil and rescout. Continue repositioning and scouting until the participant is correctly centered in the head coil.

3 Plane/Tri-Planar Scout/Calibration Scan



Example of 3 Plane/Tri-Planar Scout

- 1. A quick acquisition in three orthogonal planes for anatomical orientation. One slice acquired in the middle of each plane (sagittal, coronal, transverse). The head should be centered laterally along the inter-hemispheric fissure and centered on the thalamus for the anterior/posterior and superior/inferior planes. Please use the images below as reference when determining if the participant is positioned properly.
- 2. Proper placement of the participant's head inside the head coil is crucial because scans are acquired straight, not in an oblique orientation.
- If the participant is not positioned properly, please adjust the participant in the head coil and re-scout. Continue repositioning and scouting until the participant is correctly centered in the head coil.



Make sure participant is aligned correctly in the head coil and is not rotated. Their head should be as straight as possible in the coil. Please adjust the participant if necessary.





Accelerated Sagittal 3D T1 Weighted Sequence



Example of Sagittal 3D Accelerated MPRAGE/IRSPGR

- Do Not Angle or change any parameters
- Box A Axial image. FOV placed in center to avoid side-to-side wrap.
- Box B Sagittal image. FOV placed anterior to avoid nose wrap.
- Box C Coronal image. FOV placed to assure top of the brain is covered.

Compressed Accelerated Sagittal 3D T1 Weighted Sequence



Example of Sagittal 3D Accelerated MPRAGE/IRSPGR

Accelerated Sagittal 3D FLAIR Sequence







Example of Sagittal 3D FLAIR

- Do Not Angle or change any parameters
- Box A Axial image. FOV placed in center to avoid side-to-side wrap.
- Box B Sagittal image. FOV placed anterior to avoid nose wrap.
- Box C Coronal image. FOV placed to assure top of the brain is covered.





Sagittal 3D T2 Weighted Sequence



Example of Sagittal 3D T2 Weighted Sequence

Axial 3D ME T2 GRE / Axial 3D T2 GRE / Axial T2 Star / GRE



Example of an Axial 3D ME T2 GRE (SWI-Top - QSM-Below)





Example of Axial T2 star / GRE





Axial DTI PA Sequence (Multiband if applicable)



- 1. Orientation: Straight Axial DO NOT Oblique Scans.
- 2. Positioning: Position on mid-sagittal slice from tri-planar scout. Make sure to get full BRAIN coverage. The acquisition stack should be placed just above the most superior point in the brain and should fully cover the cerebellum as well as all brain in the lateral and the anterior to posterior planes.

Axial DTI AP Sequence (Multiband if applicable)



**Copy Ref (Slice/FOV Center) from previous DTI sequence. DO NOT Copy Phase Encoding Double Check that Phase Encoding is set to AP prior to scanning.

Axial functional connectivity MRI (fcMRI) (Multiband if applicable)



Example of Axial functional connectivity MRI (fcMRI)







- 1. Participant should have eyes OPEN
- 2. Orientation: Straight Axial DO NOT Oblique Scans.
- 3. Participant Instruction: Please instruct the participant to keep their eyes open during the entire scan. You can instruct them to focus on a point on the mirror or scanner. Also remind the participants of the importance of holding their head still for the entire scan.
- 4. Positioning: Position on mid-sagittal slice from tri-planar scout.

Axial 3D pCASL – Axial 3D PASL (Arterial Spin Labeling)



Example of ASL

From Vemuri et al, submitted



- 1. Participant should have eyes OPEN
- 2. Orientation: Straight Axial DO NOT Oblique Scans.
- 3. Participant Instruction: Please instruct the participant to keep their eyes open during the entire scan. You can instruct them to focus on a point on the mirror or scanner. Also remind the participants of the importance of holding their head still for the entire scan.
- 4. Positioning: Position on mid-sagittal slice from tri-planar scout.





Accelerated High Resolution Hippocampus Scan (Oblique)



Example of High Resolution Hippocampus (HRH) Scan



Most Superior portion of the FOV should be placed so that top of the skull in included Position the FOV so that it covers the entire Hippocampus from head to tail.





6. MRI PARTICIPANT SCAN PROCEDURES

6.1. Entering Participant Information into the Scanner

MRI sites are encouraged to enter the Participant ID or PTID (local Participant ID) in the Patient ID and Patient Name fields whenever possible, as described in <u>Section 6.2</u>. If this is not feasible, the technologist should enter the participant information into the scanner per the local site's standard. The scan header will be de- identified and rendered HIPAA compliant as part of the upload process via MRI Scan Upload to LONI (<u>Section 8</u>).

6.2. Participant Anonymization Nomenclature

When uploading participant data for SCAN you will enter the Participant ID or PTID (local Participant ID) which is a sequence of up to 10 characters.

Please note that the participant ID or PTID is different from the NACC ID and is your ADRC-managed participant ID, or "local ID". *Formats vary by ADRC.*

PLEASE NOTE: If the participant does not have an affiliated NACCID** assigned to the Participant ID or PTID you entered, the upload will not be accepted.

**NACC ID - this is the NACC-managed participant ID. It is a string with the prefix 'NACC' followed by 6 digits

As noted in section 8, any fields that may contain participant information will be de-identified and rendered HIPAA compliant as part of the upload process via MRI Scan Upload to LONI.

6.3. Scan Discontinuation

If the participant elects to discontinue the MRI because of discomfort, every effort should be made to adjust the table, head coil, etc. and finish acquiring the scan. However, if the participant still does not want to complete the scan, then the MRI should be abandoned and an email should be sent to <u>SCANmri@mayo.edu</u> including the reason the participant was unable to complete the MRI.

6.4. On-Site Clinical Reads

Every participant must receive a local clinical read by an on-site radiologist or staff physician. The handling of the MR interpretation should follow standard local practice at the referral site. Scan interpretations for diagnostic clinical purposes will **not** be provided by the ADIR Lab (MRI Core) for SCAN.





6.5. Archive Procedures

Every MRI scan for the SCAN study must be archived following your site's standard practice. Additional data transfers or copies may be requested in the event that a data transfer is interrupted or incomplete. Possible MRI archive mediums include:

• PACS

6.6. Request for Repeat/Additional MRI Scans

A request for a re-scan may be required in the event that the Axial T2 Star/GRE, Axial T2 FLAIR, and/or Sagittal 3D Accelerated MPRAGE/IRSPGR is found to be unacceptable due to participant motion or an incomplete/incorrect MRI acquisition.

The ADIR Lab QC team will check all SCAN scans to be sure that the exam was conducted on the site's scanner qualified for the SCAN study, and that the correct electronically loaded sequences have been used to scan each participant. Repeat exams may also be required if the incorrect scan sequence, orientation, or angulations were used. It is imperative to use the SCAN approved acquisition sequence with every SCAN participant. Scans with image degradation due to the incorrect scan sequence, orientation, or angulations may not be reimbursed nor will scans acquired on any scanner other than the one qualified for SCAN without authorization of the MRI unit. Rescans will be reimbursed if the correct scan sequence, orientation, and angulations were used.

7. MRI CONTACT INFORMATION

ADIR Lab Pl	Clifford R. Jack, M.D.
ADIR Lab Project Manager	Denise Reyes
ADIR Lab MRI Technologist	Bret Borowski (borowski.bret@mayo.edu)
ADIR Lab E-mail Address	SCANmri@mayo.edu





8. DATA TRANSFER INSTRUCTIONS

INTRODUCTION

This document provides instructions for account registration and uploading images for the SCAN project in the Laboratory of Neuro Imaging's Image & Data Archive (IDA). For sites needing to upload site qualification scans, instructions for uploading to the SCANQUAL project are also included. The IDA utilizes a data de-identification process and encrypted file transmission to help ensure compliance with participant-privacy regulations.

TOPICS

- A. USER REGISTRATION
- B. OBTAINING AND INSTALLING THE IDA-UPLOADER
- C. UPLOADING (ARCHIVING) TO SCAN
- D. UPLOADING (ARCHIVING) TO SCANQUAL (Qualification scans only)

SYSTEM REQUIREMENTS

The IDA system requires the following:

- a computer with Internet access
- newer web browser software (IE/Edge, Firefox, Chrome, Safari)
- a valid user account with upload access for SCAN and/or SCANQUAL
- installation of the IDA Uploader application

A. USER REGISTRATION (*Skip this step and go to Step B if you already have an IDA account*)

1. To register for a user account, go to the Image & Data Archive Log-In website (https://ida.loni.usc.edu) and select "Log In" in the top right corner.







- 2. Complete New account registration (3 steps).
 - a. Enter your email address and select "CONTINUE". A security code will be emailed to you.

MA J >>>>	IDA Home Sup	port 💽 Log In 🗸
Create IDA Account I Enter Email — 2 Verify Email — 3 Create Account		
Enter Your Email Please enter your email address below and you will receive a security code to verify your email address.)	
Email e.g. you@example.com Retvoe Email		
Retype email address fm not a robot rctorrow, heavy terms		
Continue		





b. Enter the security code sent to your email and click "CONTINUE".

	Create IDA A	ccount		
	Enter Email — 2 Verify Er	nail — 3 Create Account	t	
Veri	fy Your Email			
Please	enter the security code that we sent to)	
	Enter 5-digit code	Resend Code		
	If you haven't received a secur ida@loni.usc.edu, please che recommend adding ida@loni. sender list to ensure you recei	ity code from ck your SPAM folder. We usc.edu to your safe ve the security code.		
	bender not to endere you recen			

c. Complete the New account registration form and click "REGISTER". A link to set your password will be emailed to you with subject line "Welcome to the LONI Image & Data Archive".

USC Stevens Neuroimaging and Informatics Institute				W Sor	CUniversity of uthern California
	The second		IDA Home	Support	🕐 Login 👻
	Constant I	D. A			
	Create II	DA Account			
	🖉 Enter Email — 🔗 Ve	rrify Email — 3 Create Account			
	Your Information Please enter your password and complete the for account.	rm below to create your IDA			
	Email you provided:				
	Section 1 - Create password Pesswords must contain at least 16 characters				
	New Password	Retype Password			
	0/10 🐵	Relype password 0/10 🐵			
	Section 2 - Your Information				
	First Name*	Last Name*			
	e.g. Name	e.g. Last Name			
	Institution/Company*	Department*			
	e.g. University of Southern California	e.g. Neurology			
	Postal Code*	Country*			
	e.g. 90007	United States of America (the)			
	State/Province*				
	Wisconsin v				
	I agree to the <u>Privacy Policy</u>				
	Back	Complete			

d. Create a password and click "CONTINUE".





- Your account is created, if you need upload access to SCAN or SCANQUAL, please send an email to the appropriate contact following the steps below: For access to SCAN or SCANQUAL, email <u>data.coordinator@loni.usc.edu</u>
 - a. Enter "SCAN Upload Access Request" or "SCANQUAL Upload Access Request" in the subject line of your email.
 - b. Provide the email address you used when creating your account, your site name and site number in your email request.
 - c. You will receive an email when your account access has been set, generally within one working day.







- a. Installing the IDA-Uploader for Windows
- b. Installing the IDA-Uploader for Mac
- c. Installing the IDA-Uploader for Linux

a. Installing the IDA-Uploader for Windows

- 1. Log in to the IDA and select SCAN from the PROJECTS menu.
- 2. Select the ARCHIVE Menu option.
- 3. Select your operating system (Windows 32-bit or 64-bit) from the dropdown menu.
- 4. Click "Download".

HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPORT
The upload De tha and	d process involves -identify file metadata It identify the subject, s d ID.	s two basic steps: by replacing any fields such as Patient Name		2 Transn LONI.	nit files securely f	rom the local site	to
IDA Upl	oader Application						
Image & I Po	Data Archive wered by LONI DA Uplo	You w data. Version 2.0 Oper	vill need to lau Choose your o ating System	unch the Uploade operating system Windows (er application from and download t 64-bit ~	m your computer he application be Download	to upload SCAN low.

5. Open the application by clicking on the download in your browser or by locating the IDA-Uploader-2.0.msi application in the Downloads section of your File Explorer.





6. You will be taken to the IDA-Uploader Setup Wizard – click "Next" to continue.



7. Choose your destination folder and click "Next".

🕼 IDA-Uploader Setup	_		×
Destination Folder Click Next to install to the default folder or click Change to	o choose another.		Ð
Install IDA-Uploader to:			
C:\Program Files\IDA-Uploader\ Change			
Back	Next	Ca	ncel





8. Click "Install".

Note: If you receive a popup asking for permission to run the application, click "yes".

👹 IDA-Uploader Setup			_		\times
Ready to install IDA-Uploader				C	Ð
Click Install to begin the installation. Click t installation settings. Click Cancel to exit th	Back to re ne wizard.	eview or change	any of yo	ur	
	Back	 Instal		Cano	cel

9. Click "Finish" to exit the Setup Wizard.







10. Locate the application on your device by typing in "IDA-Uploader" in the Windows Start Menu.

b. Installing IDA-Uploader for Mac

- 1. Log in to the IDA and select SCAN from the PROJECTS menu.
- 2. Click ARCHIVE from the Menu.
- 3. Select your operating system (Mac) from the dropdown menu.
- 4. Click "Download".



5. Open your Finder application, click Downloads, right-click 'IDA-Uploader-2.0.pkg' and select "Open".

NOTE: If you try to install by double-clicking on 'IDA-Uploader-2.0.pkg', you may receive a message that it cannot be opened. Please ensure that you follow the instructions above to successfully open.

•••	< > Downloads	88	≣		i	<u> </u>	ᠿ	0	⊙ •
Favorites	Name						Kind		
MirDrop	💝 IDA-Uploader-2.0.pkg					54.3 MB	Inst	aller pa	ickage
ecents									
Applications									
🚍 Desktop									
🕒 Documents									
④ Downloads									





6. An Install IDA-Uploader window will appear. Click "Continue".



7. Next, choose a destination for the installation. Click "Continue".







8. For Installation Type, you can review the details of the installation. Click "Install".



9. During the installation, you will need to enter the User Name and Password for the computer. Click "Install Software".

	Installer is trying to install new software. Enter your password to allow this. User Name: Password: Cancel Install Software
	Vinstall IDA-Uploader
 Introduction Destination Select Installation Type Installation Summary 	Preparing for installation





10. Once the installation is complete, the window will provide a summary of a successful installation. Click "Close".

NOTE: A window will appear to ask "Do you want to move the "IDA-Uploader" installer to the trash?". You can choose Keep or Move to Trash.



11. Locate the application in your computer by opening your Finder application. Click on Applications and double-click IDA-Uploader.

c. Installing IDA-Uploader for Linux

- 1. Log in to the IDA and select SCAN from the PROJECTS menu.
- 2. Select the ARCHIVE Menu option.
- 3. Select your operating system (Linux) from the dropdown menu.
- 4. Click "Download".



- 5. Please visit <u>https://www.oracle.com/java/technologies/javase-downloads.html</u> to download the latest Oracle JDK. **NOTE:** A minimum version of 15.0.1 is required to run IDA-Uploader-2.0.jar
- 6. Choose DEB, PRM or the compressed archive depending on your Linux Distribution.
- 7. Once you have completed the installation, open the terminal and run: java -jar IDA-Uploader-2.0.jar

C. UPLOADING (ARCHIVING) TO SCAN

1. Open the IDA-Uploader application.

2. Enter your email and password, then click "Log In".

•	Image & Da Pow D	the Archive ared by LONI DA Uploader Version 2.0	
	Login to the	Image and Data Archive Email Password Enter Password? Click here	





3. Select SCAN from the Project dropdown menu.

•••	IDA Uploader 2.0
	Image & Data Archive Powered by LONI IDAUploader Version 2.0
	Choose a Project/Site
Pro	ject Select Project
	Continue

4. Then, select your site from the Site dropdown menu. Click "Continue".

• • •	-	IDA Uploader 2.0	_	
		Data Archive Powered by LONI	ader Version 2.0	
	Ch	oose a Project/S	Site	
	Project	SCAN	•	
	Site	Mayo Clinic (ADC10)	•	
		Continue		

5. Enter the participant identifiers into the Subject ID field using the convention PTID+NACC ID, where the PTID and NACC ID are separated by the '+' character. Click "Browse" to select the Source Directory. Then click "Upload".

Important notes about entering participant identifiers:

As a rule, the user should enter the complete PTID and NACC ID and follow the formatting convention used for UDS data submission when applicable. Either upper or lower case may be used for any alphabetic characters. If the given PTID and NACC ID pair match the record present in the NACC database, the upload will be accepted. If not, the user will receive an error message indicating that the PTID and NACC ID combination are not valid, and the upload will not be allowed to continue.





PLEASE NOTE: To upload data you must enter both the PTID and the NACC ID. To access your center's list of PTID and NACC ID pairs, you may work with your center UDS data manager to utilize the "PTID to NACC ID Map" tool available via the NACC portal: https://www.alz.washington.edu/MEMBER/portal.

Participant identifier terminology:

- PTID (may be referred to as Subject ID or local ID). This is the ADRC-managed participant ID which is a sequence of up to 10 characters. Formats vary by each center; this is the ID used for UDS (uniform dataset) identification internally.

- NACC ID: This is the NACC-managed participant ID. It is a string with the prefix 'NACC' followed by 6 digits.



Unable to Obtain NACC ID

No matching NACC ID found: Please check PTID.





NOTE: The Source Directory is the directory containing the files to be uploaded. If your Source Directory contains subdirectories, choose to include/exclude those files by checking "Search subdirectories".

IDA Uploade	>r	Reference ID SCAN-ACD10-161255767331
Ĉ	A state of the	Ĵ
Select Files	De-Identify and Upload	Complete Upload in Browser
Subject ID De-identifier to replace patient ID. Maximum of 10 characters	Enter Subject ID	
allowed.		
Source Directory Location of files to de-identify and upload.	Click Browse to select directory	Browse

6. You will be able to see the progress of your upload in the De-identify and Upload section.

• •	IDA Uploader 2.0	
I DA Uploa	der Version 2.0	Reference ID: SCAN_ADC10-1612557673311
Ô	Ð	J.
 Select Files 	De-Identify and Upload	Complete Upload in Browser
Files in your source directory are no Cancel to stop the upload process.	w being processed. Files that cannot be de-ident	ified are skipped and not uploaded. Click
Upload Progress		1/2 files processed
100% Uploaded		Cancel
1 Files Processed		
 De-identified and uploaded 	d file SCAN_TEST0123_MR_Axial_T2-Starbr_rai	w_20210205124152763_5.dcm





7. Once the files are de-identified and transferred to the IDA, you will need to complete the upload in your web browser.



8. Your web browser should automatically open a new "Log In to Continue" page. Enter your IDA email and password. Click "Log In".







NOTE: If your web browser does not automatically open the "Log In to Continue" page, please click "Complete Upload" and you can copy-paste the link in your browser.



9. In the "Your Upload is Not Complete" page you can review the details of your upload.

	HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPORT		
Your Upload i Additional information is required Subject Details: Participa	Your Upload is Not Complete for TEST0123 Uploader Email: Site: Site: Subject Details: Participant									
MRI Images (1)										
Des	cription				Series Dat	e			Image	Delete
MPRA	GE GRAPPA				November 16, 2012	10:24 AM			View	(\mathbf{x})
PET Images (1)										
Descri	ption		Series I	Date		Image		Metadata		Delete
Downs (128	x128,3mm)		May 22, 201	7 3:32 PM		View		Complete Form		(\mathbf{x})
After completing click Finish Uploa	id.							× Re	move All	✓ Finish Upload





×

MRI PROCEDURES MANUAL

For MRI image uploads, additional information is required in order to complete the upload.

1. Example of Image Upload Metadata form:

Complete Metadata Form

Date May 14, 2021

Description 3 Plane Localizer; 3 Plane Localizer; 3 Plane Localizer; Accelerated Sagittal MPRAGE (MSV21); Sagit

	Sedation		^ (5
Sedation Provided? * Required	Select One	~	
	Scanning Option		
Which SCAN-compliant sequences did you intend to upload? * Required	Select One		~
Option 2+ seq	uences (Select sequ	iences uploaded)	
Sagittal 3D Accelerated MPRAGE/IRSPGR	Select One	~	
Sagittal 3D FLAIR	Select One	~	
3D T2 Space	Select One	~	
Axial 3D MET2 GRE - Axial 3D T2 GRE - Axial T2 Star/GRE	Select One	~	
Axial DTI PA	Select One	~	
Axial DTI AP	Select One	~	
Axial fcMRI	Select One	~	
Axial 3D pCASL - Axial3dPASL	Select One	~	





For PET image uploads, additional information is also required in order to complete the upload.

- 1. In the Metadata section, click "Complete Form".
 - NOTE: Fields marked (*Required) are required to complete the upload.
- 2. Once the information is entered in the form, click "Update".

comp	lete Metadata Form	Acco
Acquisition Date March 8, 2018 2:32 PM Description		SL
	Scan Type	
Scan Type * Required	Select One	er En
Acquisition Start to Stop time (min) * Required	Select One	
Tracer * Required	Select One 🗸	
Minimum injected dose (mCi)	Select One	lata
Suggested injected Dose (mCi)	Select One	e Fo
Scan Date * Required	February 12, 2021	0





NOTE: If any data was mistakenly uploaded, you can click the "X" in the Delete column and it will be deleted from your upload. A window will appear to confirm the deletion. Click "Delete" to confirm file deletion or "Cancel".

	$\overline{\mathbf{x}}$
Co	nfirm Deletion
This will delete the fil	e below. This action cannot be undone.
Description:	Downs (128x128,3mm)
File Date and Time:	May 22, 2017 3:32 PM
	Cancel

2. Once all required information has been entered, click "Finish Upload".

	HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPORT		
Your Upload is Not Complete for TEST0123 Additional information is required to complete the archiving process. Please review and complete the details below. All fields are required. Subject Details: Participant									ADC10 February 1	@loni.usc.edu 1, 2021 9:57 AM PST
MRI Images (1)										
Descrip	tion				Series Dat	e			Image	Delete
MPRAGE G	RAPPA				November 16, 2012	10:24 AM			View	(\mathbf{x})
PET Images (1)										
Descriptio	n		Series	Date		Image		Metadata		Delete
Downs (128x128	,3mm)		May 22, 20	17 3:32 PM		View		Edit Completed		(\mathbf{x})
After completing click Finish Upload.								× Re	move All	✓ Finish Upload





3. You will see a screen that informs you that the upload is being processed.

HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPO	ORT	
Additional information is required to cor	ot Complet	e for TESTO	d complete the de	etails below. All fiel	ds are required.	Uploa Up	der Email: Site: load Date:	ADC10 February 11,	@loni.usc.edu 2021 9:57 AM PST
			Ne	vember 16, 2012 10					
			\geq_1	~					
		Y Serie	our upload is b es Date	eing processed.					

4. Once the upload is processed, a summary page for the upload will be displayed. Please note that you have the option of clicking "Download CSV Files" to keep a record of the upload.

		HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPORT	
Ê	Scan_ADC10-161306616824									
A summa	A summary of your upload is below. You can copy the reference URL or download this summary as a CSV file for future reference.									
	Email address of uploader @loni.usc.ed	u	Site ADC10	Upload Date February 11, 2021 10:4	42 AM PST		Archive Dat February 11, 2021 9:5	e 77 AM PST	Research Group Participant	Reference URL Copy URL ①
٩	MRI Images									
	Descri	ption			Se	ries Date			Image	
	MPRAGE	GRAPPA			November	16, 2012 10:24 A	4		View	
4	PET Images									
	Description			Series Date			Image		м	ietadata
	Downs (128x128,3mm	1)		May 22, 2017 3:32 PM	1		View			View

5. You can close the IDA-Uploader application or to upload images for another participant, click the "Upload More" button in the IDA-Uploader application.





D. UPLOADING (ARCHIVING) TO SCANQUAL

- 1. Open the **IDA-Uploader** application.
- 2. Enter your email and password, then click "Log In".

	IDA Uploader 2.0
	IDAU Version 2.0
	Login to the Image and Data Archive
	Email
	Password Enter Password
	Forgot Password? <u>Click here</u>
	Log in Sign Up

3. Select SCANQUAL from the dropdown menu. Once you select SCANQUAL, a dropdown with the sites will appear. Select your site and click Continue.







4. Click "Single Archive" or "Batch Archive".

• • •	IDA Uploader
Single Archive	
Batch Archive	

a. Single Archive

Use the Single Archive process to upload one or more files from a single participant.

1. After clicking "Single Archive" the De-Identification page will be displayed.

	IDA Uploader	
Project	SCANQUAL@ADC33	Bypass validation steps
Select Data Type	Original XML	
Subject ID: Identifier to replace Patient ID		Max. 10 characters allowed
Source Directory: Location of original files		BROWSE
Target Directory:		BROWSE
NOTE: The Source Directory may	contain multiple data directories and data	files for the same subject and visit.
		Record diagnostics to file

- a. Click the type of data being uploaded in this case," Original".
- b. Enter the Phantom/Volunteer ID in the Participant ID field.
 - Phantom: 1_P_4000 (Site ID*_P_Number)
 - Volunteer:1_V_4000 (Site ID*_V_Number)

*Please note that there is no leading zeros in the site number.

- c. Select the Source Directory in which the original files are located.
- d. Select the Target Directory for de-identified files to be written to.
- e. Click "CONTINUE" to begin the de-identification process.





- 2. On the Verify and Submit page
 - a. Deselect any image you do not want to be archived (if any) by unchecking the Selected checkbox.
 - b. Click "SUBMIT" to begin the transmission process.





Note: This is not a feature during Batch Archive. Once the transmission has begun, a progress bar will show the status of the upload.

• • •		IDA Uploader				
Subject ID 129_V_9898	Sequence Name MPRAGE 3dtferepeat		Number of Images	Selected	Selected	
I	DISCARD	SUBMIT	🗹 Compress fi	iles before trans	mitting	
REVIEW DE-IDEN	TIFIED HEADER IN	IFORMATION:				
LONI De-Identifi	ed File Attribute	es				
Series Descripti Series ID: 3.128 /Users/ritacaste	on: MPRAGE 3dtfe: 79991531372_6820 lobranco/Desktop,	repeat .lmV8FRYjgg2E /targetadni/3 V 9898 MR MPI	TBs2HEX1_ums7pZcz6t9 .12879991531372_6820 RAGE 3dtferepeat br	9mTMcXEen2chBg .lmV8FRYjgg2ET raw 2021020809	LgrEyz_256_256 Bs2HEX1_ums7pZcz6t	
Tag Tag Deg 0002/000 Group I 0002/001 File Me 0002/001 File Me 0002/001 Fransfe 0002/001 Fransfe 0008/000 Group I 0008/000 Specifi 0008/001 Instan 0008/001 Instan 0008/001 Sor Ins 0008/001 Sor Ins 0008/002 Study I 0008/001 Series 0008/002 Study I 0008/001 Series 0008/002 Acquisi 0008/001 Series 0008/002 Acquisi 0008/003 Series	cription ength. ta Infoomation V to age SOP Instant to rage SOP Instant or Syntax UID. mtation Class UID. that the set of the set of	ersion. UID. De UID. D.	Tag Value 180 487 TES- 487 TES- 487 TES- 487 TES- 487 TES- 1.2.48.01.2008.5.1.4 1.2.48.01.2008.1.2.2 2.1.6.124.113543.600 1064 120651 4.113543.600 20080603 20080605 20080605 20080605 20080605 200805	.1.1.4 6.99.079323643 6.99.725609647 FFE M FFE 6.99.007810579 1.1.4 6.99.079323643	92440536066 9968646091 18761804044 92440536066	

b. Batch Archive

The Batch Archive process is similar to Single Archive, except that multiple participants and image series can be submitted in a batch. Batches can be of the same or different modalities. However, users cannot review the results of the de-identification process prior to the batch upload.

- 1. Proceed to follow the De-identification steps in the Single Archive section.
- 2. The Batch Archive will skip the Verify and Submit step that is available in Single Archive, and direct you to the Image Database Batch Queue page.
- 3. Click "ADD MORE" to add more images to the Batch. Repeat this process until you have added everything you intend to archive.





4. Click "SUBMIT" to begin both the de-identification and transmission processes.

• • •			IDA Up	oader				
Subject	Data Type	Research Group	Source		Status	Date	Remove	
131_P_5555	Original	Phantom	/Users/r	/Deskt	op Queueo	2/08/21	remove	
131_P_9090	Original	Phantom	/Users/i	/Deskt	op Queueo	2/08/21	remove	
131_V_3333	Original	Volunteer	/Users/ı	/Deskt	op Queueo	2/08/21	<u>remove</u>	
131_V_3333	Original	Volunteer	/Users/I	/Deskt	op Queueo	2/08/21	remove	
131_V_4444	Original	Volunteer	/Users/i	/Deskt	op Queueo	2/08/21	remove	
131_P_6767	Original	Phantom	/Users/i	/Deskt	op Archive	d 2/08/21	remove	







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DOCUMENT REVISION HISTORY:

Revision	Date	Name	Changes
0.1	01 Sep. 2020	ADIR Lab	Initial draft
0.2	04 Nov. 2020	ADIR Lab	Updated sequence selection
1.0	15 Mar. 2021	ADIR Lab	Updated Nomenclature added LONI instructions, Logo
1.1	16 Mar. 2021	ADIR Lab	Updated logo, minor edits.
1.2	17 Mar. 2021	ADIR Lab	Nomenclature updated.
1.3	12 May 2021	ADIR Lab	Sequences/Order Updated
1.4	01 Dec 2021	ADIR Lab	Edits
1.5	22 Feb 2022	ADIR Lab	Added LONI Metadata information
1.6	13 Apr 2022	ADIR Lab	Added MRI Checklist additional edits
1.7	21 Apr 2023	ADIR Lab	Updated Links
1.8	14 Mar 2023	ADIR Lab	Updated Participant ID Upload nomenclature, screenshots
1.9	23 Jun 2023	NACC	Updated Participant ID Upload information under Data Transfer Section C. Uploading (Archiving) to SCAN

Date

Date