CBI Electron Microscopy Platform: Data Management Plan

This document describes the constraints imposed by the platform on the different storage locations it makes available to teams and external clients.All storage is organised in teams which are subdivided into projects within datasets are stored.

Project structure

- Project name*
- Directory name*
- Team*
- Project contact*
- Type of project (single particle, tomography, …)*
- Project opening date
- Deadline extension request dates
- Quota extension request dates

Naming: do not use spaces (prefer underscore for example) and special characters

The initial duration of a project is estimated at 3 years. They can be extended on request, by periods of 6 months

*The creation of a project is done by request to Nicolas Ballet by providing the data followed by an asterisk

Datasets

Naming: include the name of the capture device used and the date of acquisition, do not use spaces (prefer underscore for example) and special characters

Data type

Raw data

- Microscope output
- Non-exhaustive list of formats: tiff, raw

Transformed data

- Aligned and summed data as a result of pre-processing
- Non-exhaustive list of formats: mrc, mrcs, star, ctf

Storage type

Storage for on-the-fly processing

- Raw data processed following acquisition in a dedicated pipeline.
- Short retention period (3 weeks)
- Responsibility for data management: platform
- Data organization by team and project

Storage for manual processing

- Processed data
- Average retention time (project retention time) (with possibility of extension)
- Storage quotas per project set at 20TB (with possibility of extension)
- Responsibility for data management: user
- Data organization by team and project

Storage for export to external clients

- Raw data + processed data
- Average retention time (3 months)
- Responsibility for data management: platform
- Organization of data by client

Archiving of raw data

- Raw data
- At the output of on-the-fly processing via a form
- Annotated data for better sorting
- Long retention period (10 years)
- Responsibility for data management: user
- Organization of data by team and project

Archiving of projects

- Processed data
- Archiving at the end of a project via a form
- Annotated data for better sorting
- Long retention period (10 years)
- Responsibility for data management: user
- Organization of data by team and project

Requests for quota extensions and retention periods should be sent to Nicolas Ballet, who will approve them after confirmation by the storage management committee.

The Storage Management Committee is currently composed of :

- Gabor Papai
- Alexandre Durand
- Nils Maréchal
- Léo Fréchin

Notes: Make sure you have cleaned up your projects before applying for a quota extension ("clean" in Relion and CryoSPARC)

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