

Standard Operating Procedure (SOP)
for
Image Data Submission
to
Indian Biological Images Archive (IBIA)
2024



Table of Contents

A. Introduction of IBIA	3	
B. User Registration	4	
C. Getting started on the submission	5-22	
Data Submission Overview	5-6	
Step 1. Register New Project	6-7	
Step 2. Register New Study	7-8	
Step 3. Register New Samples	8-10	
Step 4. Register New Experiments	10-13	
Step 5. Upload Images	13-14	
Step 6. Uploaded Images Status	15	
Step 7. Images Validation Status	15-16	
Step 8. Overall Upload Status	16-17	
Step 9. Complete Submission	17-18	
Step 10. IBIA Review Status	18-19	
Sample IBIA Record	20-22	
D. Important Notes	23	
Annexures	24-30	
Annexure I	25-26	
Annexure II	27-30	

A. Introduction of IBIA

Indian Biological Images Archive (IBIA) is an online repository of biological images generated at biological research institutes and hospitals across India (Figure 1). We aim to collect, store, and analyze all types of biological images, including but not limited to multispectral and hyperspectral imaging, thermal imaging, microscopy images (confocal, simple microscope, scanning electron microscope, light sheet microscopy, etc.), agricultural images (captured in both fields and controlled environmental conditions), unmanned aerial vehicle (UAV) images, digital X-ray, CT, MRI, PET, Ultrasound, histopathology, and associated metadata. Moreover, we have plans to develop artificial intelligence-based image analysis pipelines to process these image data.

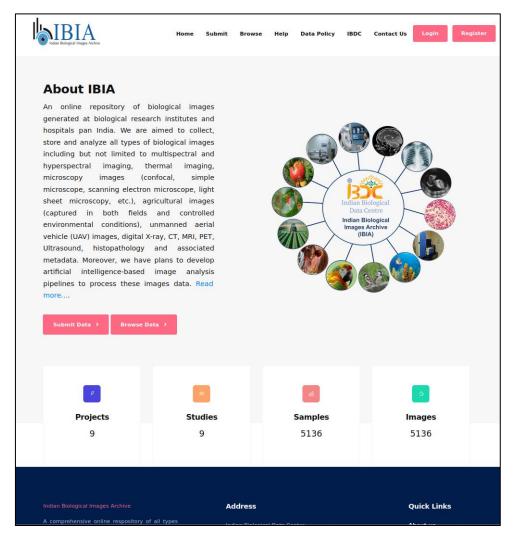


Figure 1. Snapshot of the Home Page of IBIA.

B. User Registration

To create a new account, the user must fill in all the asterisk-marked mandatory fields (including Username, Email, Organization, Password, ORCID, etc.) mentioned on the user registration page (Figure 2). After successful registration, the user will get the account activation link from the IBDC support team on the registered email address. On clicking the link, the user can confirm the activation of the account on the IBIA portal.

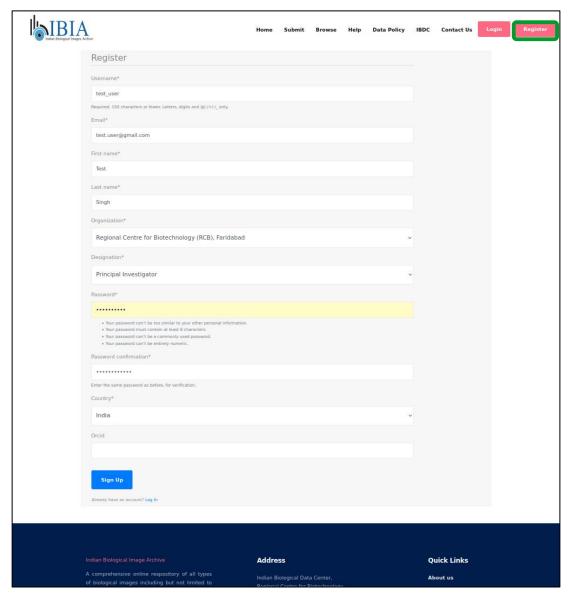


Figure 2. Snapshot of User Registration page of IBIA.

C. Getting started on the submission

Data Submission Overview

This section will familiarize the users with the overall data submission process. Registration followed by login is mandatory to submit the image data (with metadata) to IBIA. An activation link is sent at the user's registered email ID at the time of registration. The Registration process is complete after clicking on the activation link/URL. After successful login, the submission/upload of biological image data on the IBIA is completed through ten steps, as shown in the flowchart (Figure 3) below.

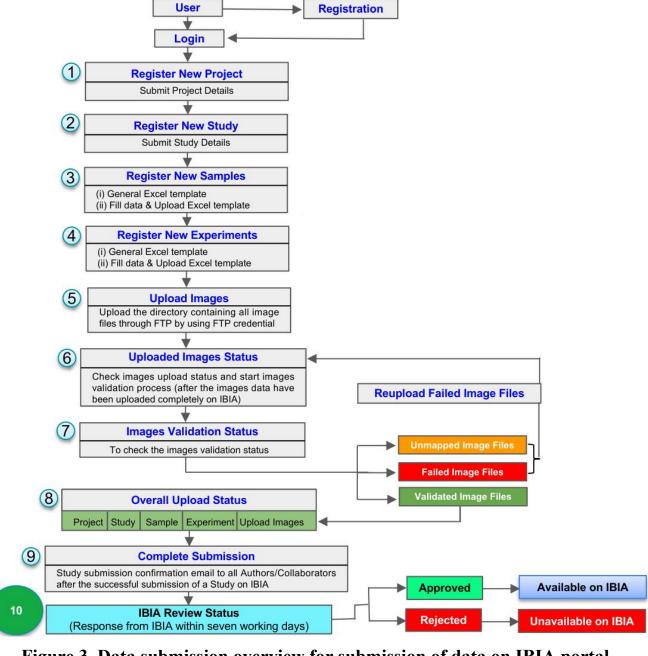


Figure 3. Data submission overview for submission of data on IBIA portal.

Briefly, Steps 1-5 are related to the data saving/upload by the submitter. Steps 6-8 include validating the submitted data by the submitter. If all the image files and associated metadata have been successfully uploaded and validated, the "Step 9: Complete Submission", allows for the final submission of the study by the submitter. Finally, the submitted study passes through various quality, suitability, and integrity checks of IBIA to match the archive standards. The decision on a finally submitted study (approval/rejection) is made within seven working days by the IBIA review committee, and an email is sent to inform the submitter.

Moreover, the IBIA review decision is also available on the IBIA website as "Step 10: IBIA Review Status". After the decision, an approved study will be available in the IBIA's "Study Browse" list. The studies with the "Open Access" license type will be available for public use (after the "Study Release Date"). A detailed, step-wise description of each step is given in the subsequent sections.

Step 1: Register New Project

At this step, the submitter can enter details about the new project such as the Project Title, Description, Publication, Funding agency, Grant number, Ethics statement, Any other information, Acknowledgments along with the Author/Collaborator details such as Name, Email, Designation, Role Type (Author or Collaborator) and Organization (Figure 4). Multiple Authors/Collaborators can be associated with a project whose details can be filled out using the option at the bottom. After filling in the required information, the submitter must save the filled project information through the "Save Project" button at the bottom of the page; otherwise, the filled information will be automatically deleted on page refresh. The saved project will be assigned a unique IBIA "Project Accession", which can be used to register multiple studies within the same project at the next step i.e., "Step 2: Register New Study". The IBIA "Project Accession" begins with the "IBIAP" initial, followed by a ten-digit unique identifier.

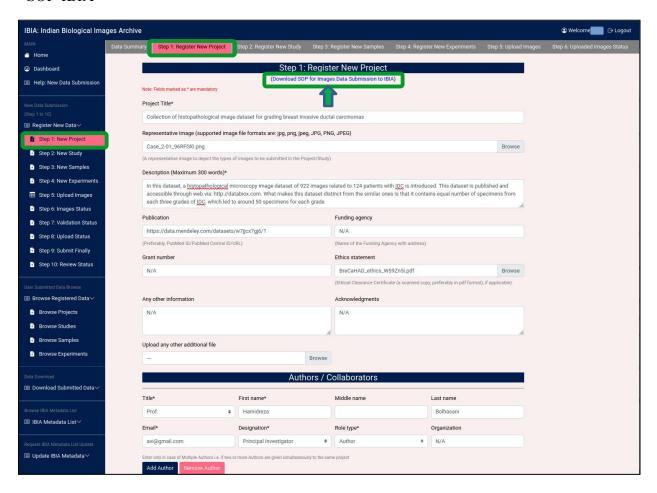


Figure 4. Snapshot of "Step 1: Register New Project" page of IBIA.

Step 2: Register New Study

In this step, the submitter is prompted to enter details about a new study they want to register, such as the "Project Accession" it belongs to, Study Title, the Number of Participants/Specimens, the Imaging Type (Imaging Technology used to capture images) and Imaging Subtype, a Summary description, Keywords, Access License Type, and the intended Release Date for the study data (Figure 5). Multiple studies can be registered within a project. If the "Imaging Type" of the submitter's choice is unavailable in the dropdown, the metadata (Sample, Experiment, and Instrument) must first be added (Annexure I and II). After getting the IBIA database administrator's approval (within a week), the "Imaging Type" will be available for the selection. The "Step 2: Register New Study" information must be saved by clicking "Save Study" at the bottom. Thus, a unique IBIA "Study Accession" will be assigned to the saved study, which can be used to register samples, experiments, and image files in the further steps.

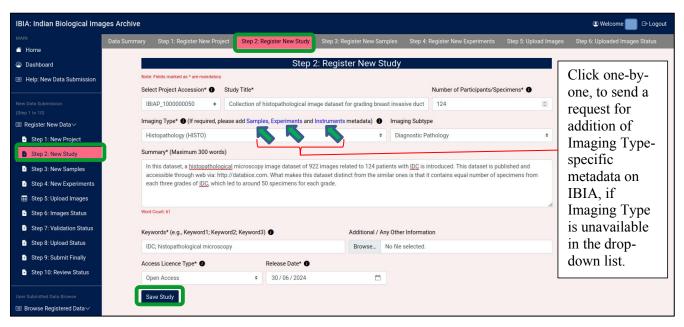


Figure 5. Snapshot of "Step 2: Register New Study" page of IBIA.

Step 3. Register New Samples

In this step, the submitter can choose "Select Study Accession", "Generate New Sample Type ID", and fill in mandatory fields like Scientific Name, Biological Entity, Laterality, Source Tissue, Source Cell, Cell Organelle, and the Number of Images. The submitter can add more study/imaging type-specific fields (if they are unavailable in the drop-down box; Figure 6; Annexure I and II). However, these appear on the portal after the IBIA team approves. Then, click the "Generate Excel Template" to generate an Excel sheet (Figure 7) for data upload. The data values must be provided in this template before upload. Any missing value must be filled with "N/A" and should not be left blank.

The auto-generated content (in the generated excel template file) must not be removed/modified while filling the values. The example filled template is depicted in Figure 8. Any changes in the auto-generated content of the excel template will make this erroneous and, thus, unacceptable by IBIA (while its upload after filling values).

All the required excel sheet cells must be filled with values, if the values are unavailable or missing for any cell, these must be filled with "N/A" value. After filling the required information, the template should be uploaded via the option "II. Upload Data through Excel Template (to Save Sample Data in IBIA portal)", as depicted in Figure 9.

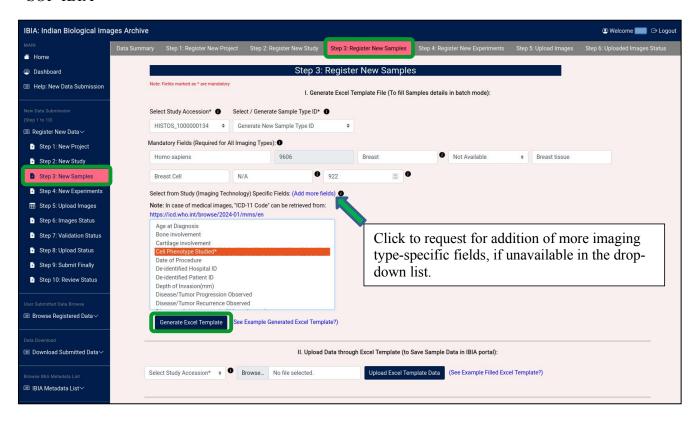


Figure 6. Snapshot of "Step 3: Register New Samples" page on IBIA.

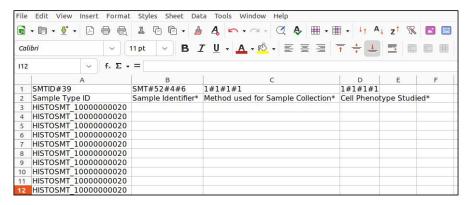


Figure 7. Snapshot of "Generated Excel Template" file.

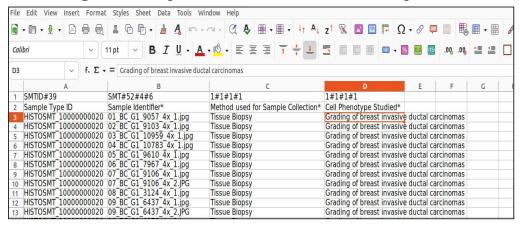


Figure 8. Snapshot of example filled excel template file.

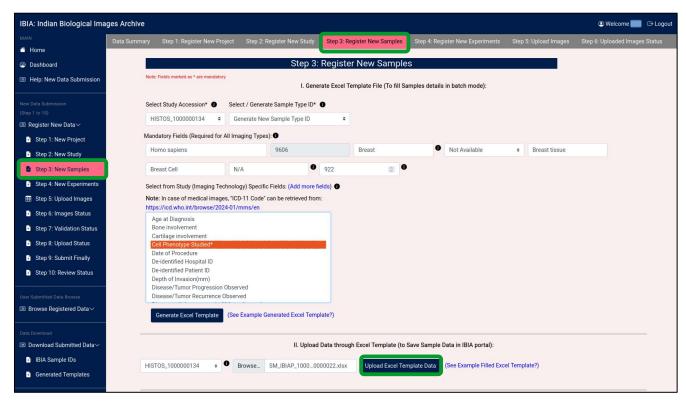


Figure 9. The filled excel template upload option at the bottom of IBIA page.

Step 4. Register New Experiments

In this step, the users can provide the experimental details for the images to be uploaded. First of all, "Select Study Accession." After that, "Generate New Experiment Type ID" (a unique combination of experimental design summary, acquired images annotation description, and instrument details) and then mandatory fields should be filled (which include IBIA Sample IDs, Experimental design summary, Acquired images annotation description, Instrument Name, Instrument Type, Instrument Manufacturer, Instrument Model and Image Type). Thereafter, "Select from Study (Imaging Technology) Specific Fields" which needs to be added in the excel template (to be generated). The submitter can send a request to add more instruments details and/or study/imaging type-specific fields (if they are unavailable in the drop-down boxes; Figure 10; Annexure II).

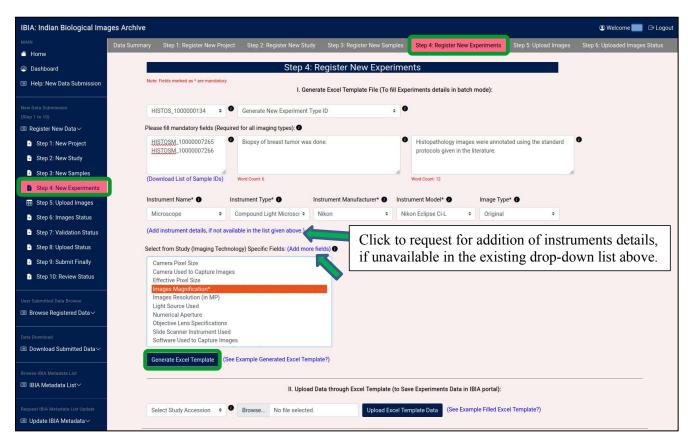


Figure 10. Snapshot of "Step 4: Register New Experiments" page on IBIA.

The generated excel sheet template looks like as depicted in the Figure 11. The autogenerated content (in the generated excel template file) must not be removed/modified while filling the values. Any changes in the auto-generated content of the excel template will make this erroneous and, thus, unacceptable by IBIA (during its upload after filling values). All the required excel sheet cells must be filled with the values, if the values are unavailable or missing for any cell, these must be filled with "N/A" value. The images path and MD5 Checksum values should be filled carefully because these are used to ensure the integrity of the images.

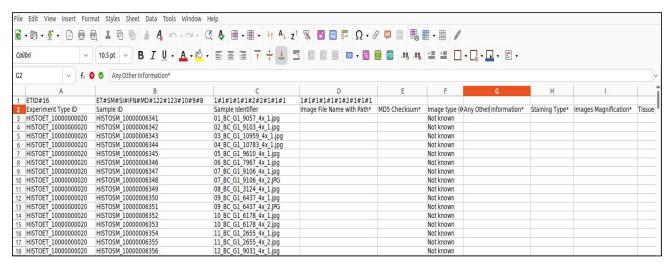


Figure 11. Snapshot of "Generated Excel Template" file.

Once the experiment details are filled in the generated excel template (Figure 12), users can proceed for the next step i.e., "II. Upload Data through Excel Template (to Save Experiments Data on IBIA portal)", given at the bottom of the same page (Figure 13).

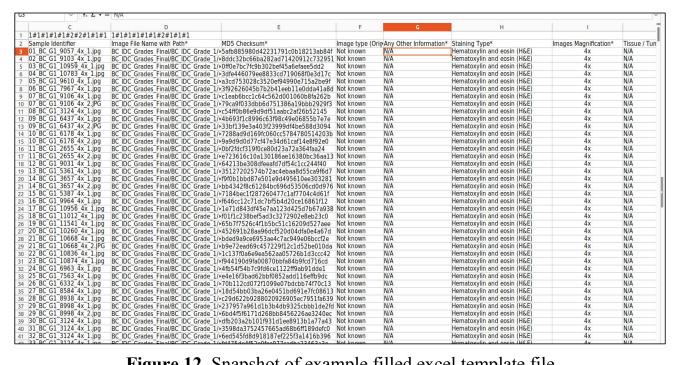


Figure 12. Snapshot of example filled excel template file.

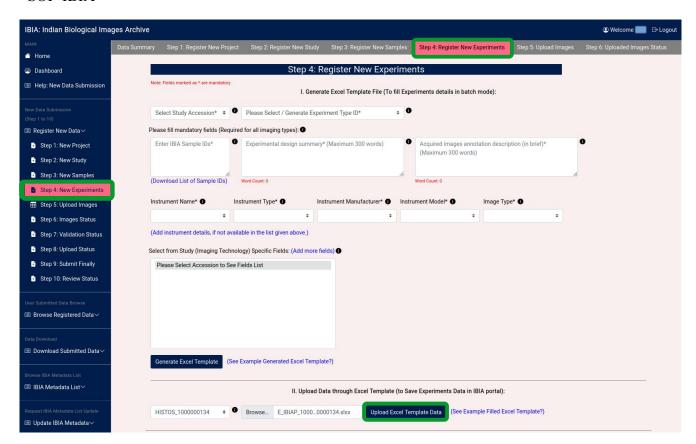


Figure 13. The filled excel template upload option at the bottom of IBIA page.

Step 5. Upload Images

In this step, the submitter can upload the images directories/folders (containing the image files in the unzipped format only) on the IBIA server through an FTP client (such as FileZilla) using FTP credentials (Figure 14).

After FTP login through a FTP client, the submitter will land in the IBIA server space assigned to him/her as shown in the Figure 14. The submitter must upload the images containing main directory/folder within the automatically created "Study Accession" directory/folder space only (on the IBIA storage). If users face any difficulty, they may contact the IBIA team at ibiasupport@ibdc.rcb.res.in, for any further assistance.

Thus, Step 1 to 5 involves various types of information upload by the submitter. Further steps i.e., Step 6 to 8 are related to validation of the submitted information.

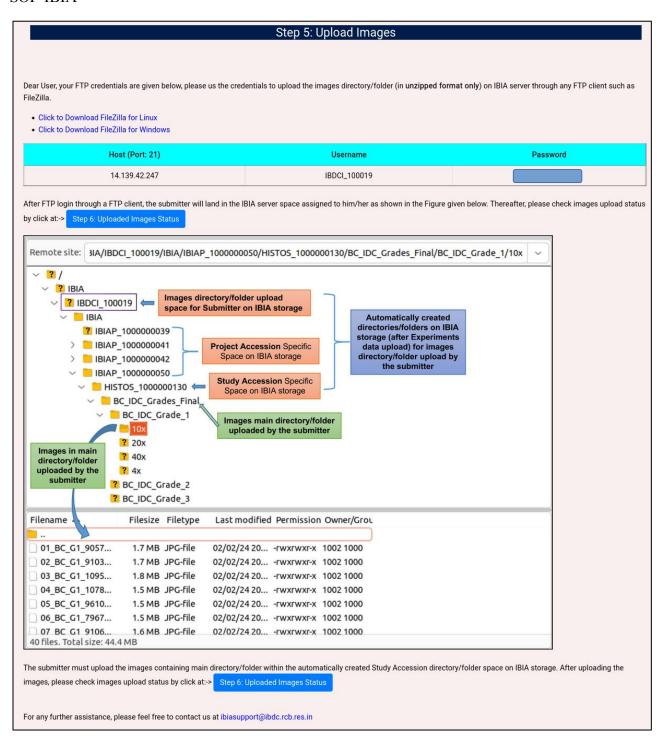


Figure 14. Snapshot of "Step 5: Upload Images" page of IBIA.

Step 6. Uploaded Images Status

In this step submitter can check the images main directory/folder upload status on the IBIA server and the disk space utilized by the uploaded images directory/folder (during or after uploading the images directory/folder through FTP). After the complete upload of the images' main directory/folder, please proceed with the "Start Validation" (if not Validated), given at the bottom (Figure 15). This will automatically check the integrity and accuracy of the uploaded images.

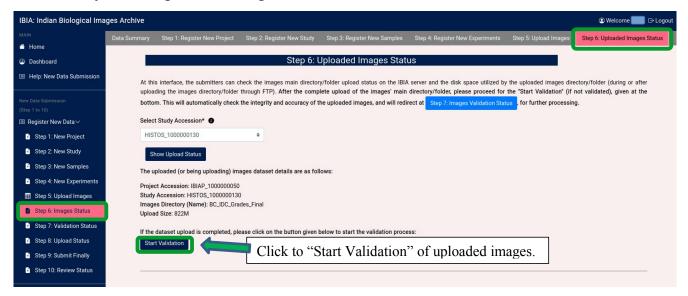


Figure 15. Snapshot of "Step 6: Uploaded Images Status" page of IBIA.

Step 7. Images Validation Status

In this step, the IBIA interface allows submitter to check the validation status of the uploaded image files. Each uploaded and validated image may have any one of the following three status: (i) Unmapped (if validation process did not start by the submitter after uploading the image directory/folder/file), (ii) Ok (if validated successfully during the validation process) and, (iii) Failed (if not validated correctly because of mismatch between user "uploaded md5 checksum" and "IBIA server calculated md5 checksum" values). In case of images with "Ok" status, nothing (regarding the validation process) is required from the submitter, however, for the "Unmapped" images, the validation process needs to be started through "Step 6". For "Falied" images, the reason for failing must be detected followed by the correction and re-validation until the status of these images become "Ok" (Figure 16).

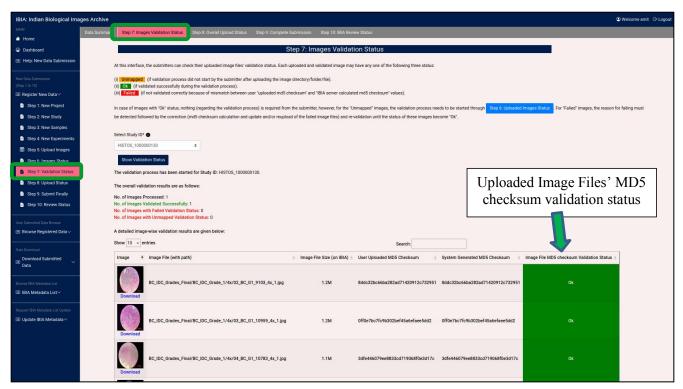


Figure 16. Snapshot of "Step 7: Images Validation Status" page of IBIA.

Step 8. Overall upload Status

The overall data upload status for submitted study records will be given in this step (Figure 17). Final submission of Study can be completed only when "Sample Status", "Experiments Status" and "Image Files Status" shows green background color. Thus, this interface provides the overall data upload status in a summarized manner to keep a track of the required data uploads, to complete submission in the next step.

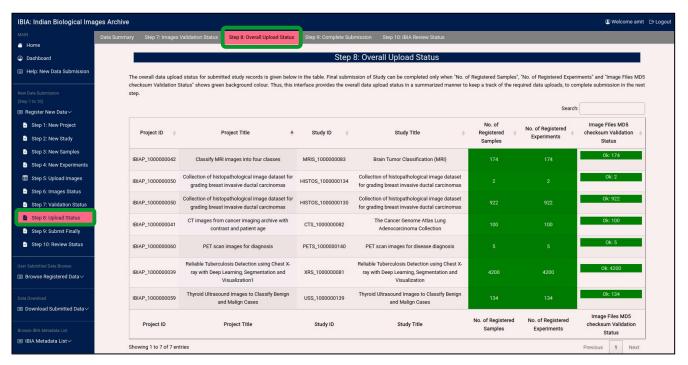


Figure 17. Snapshot of "Step 8: Overall Upload Status" page of IBIA.

Step 9. Complete Submission

This is the final step of the data submission process. If all the requirements for a complete submission are fulfilled for a Study, "Yes" button (under the column "Submit Finally") will appear for its final submission (Figure 18). After successful submission and getting approval from the IBIA review committee, the submitted study will be visible in the IBIA "Browse" list (Figure 19).

However, if all the requirements for a study are not met, "Incomplete Study" (under the column "Submit Finally") will appear until the submission requirements are completely fulfilled. In this case, you may like to contact IBIA team at ibiasupport@ibdc.rcb.res.in, for further help.

After successful submission of a study, an auto-generated confirmation email is sent to all the study authors/collaborators and IBIA Review Committee. The rejected study doesn't become available on IBIA.

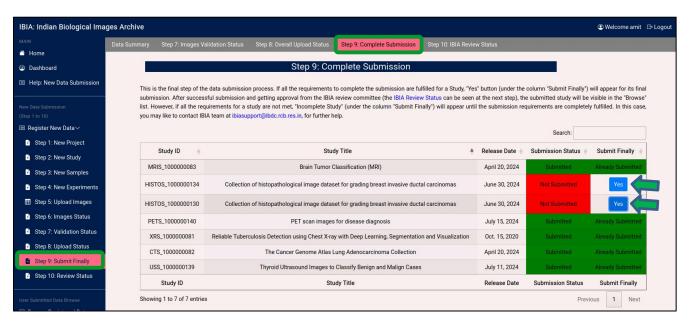


Figure 18. Snapshot of "Step 9: Complete Submission" page of IBIA.

Step 10. IBIA Review Status

Finally, submitted study passes through various quality, suitability, and integrity checks of IBIA to match the archive standards. Thus, the decision on a finally submitted study (approval/rejection) is made within seven working days by the IBIA Review Committee (Figure 19). After the decision, an approved study will be available in the IBIA's "Study Browse" list and an email will be sent immediately to the submitter about the review decision (approval/rejection) for the study. The studies with "Open Access" licence type will be available for the public use (after the "Study Release Date"). The screenshots of an "Open Access" study approved by IBIA Review Committee are depicted in Figures 20-24.

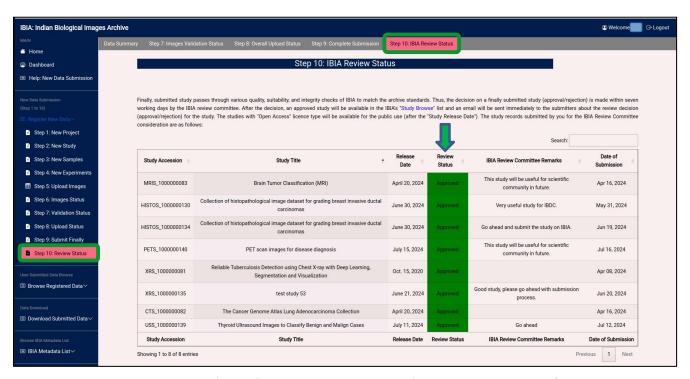


Figure 19. Snapshot of "Step 10: IBIA Review Status" page of IBIA.

Sample IBIA Record

A study approved by IBIA Review Committee, will consist of mainly five sections *viz*. (i) Project (includes Authors/Collaborators), (ii) Study, (iii) Sample(s), (iv) Experiment(s), and (v) Image Files, as depicted in Figures 20-24.

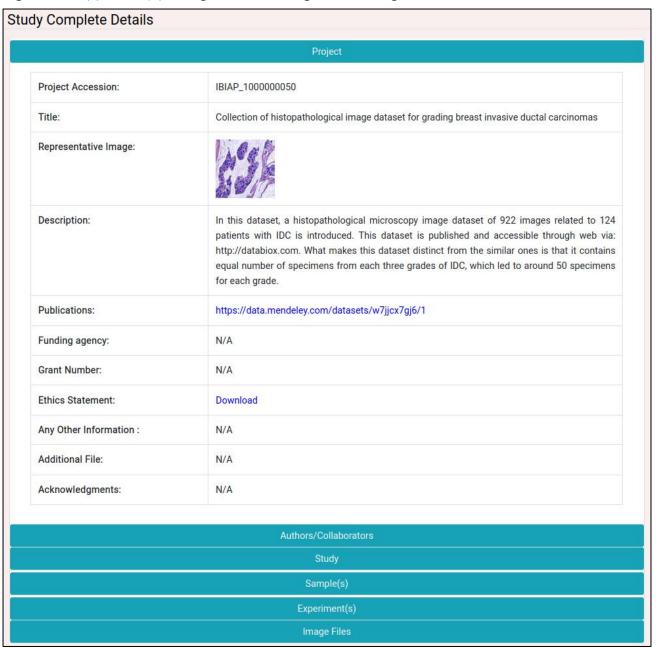


Figure 20. Screenshot of an "Open Access" study approved by IBIA Review Committee.

Authors/Collaborators							
Sr.No	First name	Last name	Email	Organization	Designation		
1	Hamidreza	Bolhasani	avi@gmail.com	N/A	Unspecified		
			Study				
Study Acc	cession:	HISTOS_1000000134					
Title:		Collection of his	Collection of histopathological image dataset for grading breast invasive ductal carcinomas				
Imaging T	уре:	Histopathology (HISTO)					
Imaging S	Sub-type:	Diagnostic Pathology					
Summary	:	In this dataset, a histopathological microscopy image dataset of 922 images related to 124 patients with IDC is introduced. This dataset is published and accessible through web via: http://databiox.com. What makes this dataset distinct from the similar ones is that it contains equal number of specimens from each three grades of IDC, which led to around 50 specimens for each grade.					
Keywords	ii.	IDC, histopathological microscopy					
Additiona	I / Any Other Information:	N/A					
Release D	Pate:	June 30, 2024					
Access Li	icence Type:	Open Access					

Figure 21. Screenshot of an "Open Access" study approved by IBIA Review Committee.

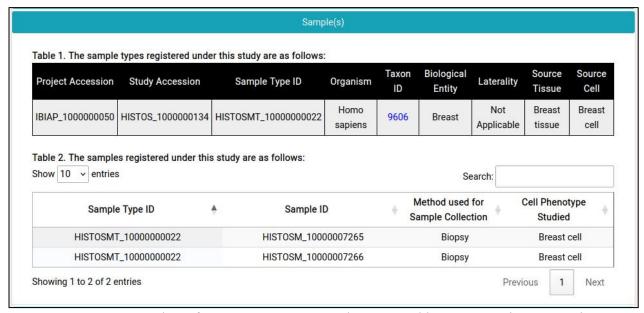


Figure 22. Screenshot of an "Open Access" study approved by IBIA Review Committee.

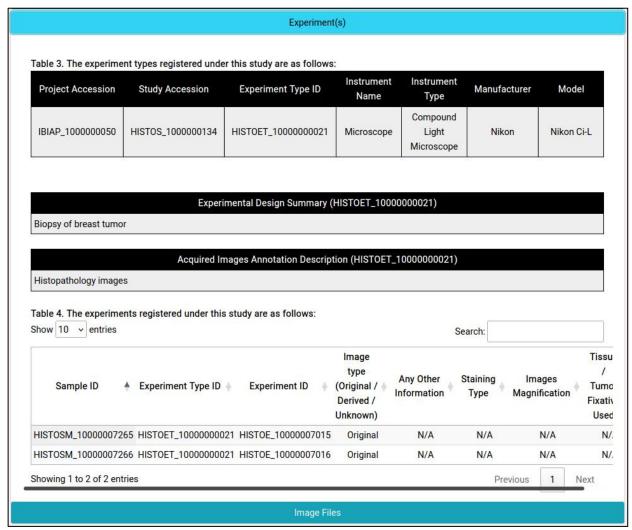


Figure 23. Screenshot of an "Open Access" study approved by IBIA Review Committee.



Figure 24. Screenshot of an "Open Access" study approved by IBIA Review Committee.

Important Notes

- If "Imaging Type" of your interest is unavailable on IBIA, please add the Samples and Experiments metadata fields through the portal after login. This will automatically appear after the approval of respective metadata fields by IBIA database administrator.
- Study submissions at IBIA will be completed only after getting approval from the IBIA Review Committee.
- The asterisk marked fields are mandatory to be filled.
- Do not edit or change the format of the IBIA generated Excel template files.
- Do not leave any cell blank in excel file templates. Alternately use "N/A" in place of missing or blank values in your data.
- In case of any assistance, please feel free to contact us at ibidc.rcb.res.in

Annexures

Annexure I

Browse IBIA Metadata List

Submitters can visualize the list of metadata available on IBIA by clicking on "IBIA Metadata List". In the dropdown list "Sample Metadata" (Figure 1.0) can be seen where column "Imaging Type" along with their corresponding "Metadata Field Name" column (Figure S1).



Figure S1. Snapshot of "Sample Metadata" of IBIA Metadata List.

Likewise, "Experiment Metadata" (Figure S2) contain the two column "Imaging Type" and "Metadata Field Name" where experimental aspects of the instruments have been listed.



Figure S2. Snapshot of "Experiment Metadata" of IBIA Metadata List.

The third and the last option in the "IBIA Metadata List" is "Instruments Metadata" (Figure S3) where seven column can be seen that contain details about the instruments e.g; Instrument Name, Instrument Type, Instrument Manufacturer, Instrument Model, IBIA Status and IBIA Remarks along with Imaging Type.

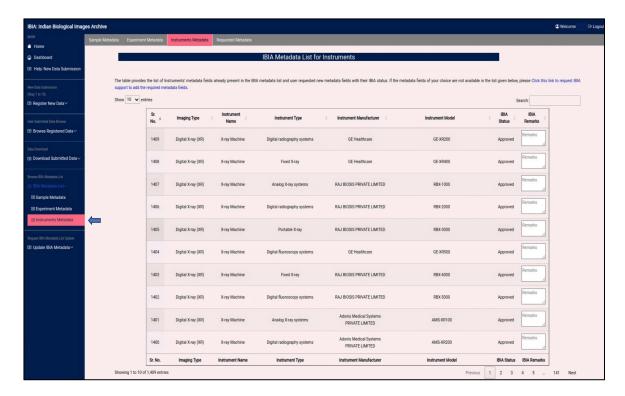


Figure S3. Snapshot of "Instrument Metadata" of IBIA Metadata List.

Annexure II

Request IBIA Metadata List Update

This step provide an option to include the missing or new metadata fields inside the IBIA. A submitter can request to include the required metadata fields (missing in the IBIA current list) via clicking on the "Sample/Experiment" option depicted through an arrow mark in Figure S4. The user will have to choose the required imaging technology from the "Select Imaging Type" dropdown list. After that select Sample or Experiment from "Select Metadata Category" dropdown list then enter the name of the required metadata in "Metadata Field Name".

Submitter may request multiple metadata fields at one go using "Add More" option or may go for bulk metadata upload via "Sample/Experiment (Bulk)" option (Figure S5) and click on the "Click to Download Excel Template File" then fill the downloaded excel template file and upload it using "Choose file" button for bulk metadata upload request (Figure S6). Submitter may remove the unnecessary entry by using "Remove" button. At the end click on the "Submit" button to send the final request. The submitter request will be reviewed (within a week) and included in IBIA Metadata list, only after the IBIA Review Committee approve it.

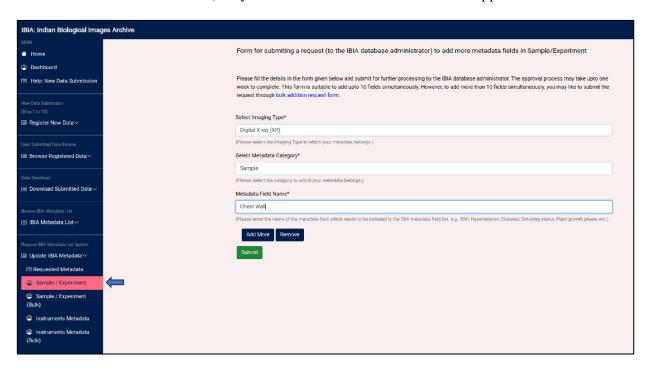


Figure S4. Snapshot of "Sample/Experiment" to update IBIA Metadata list.

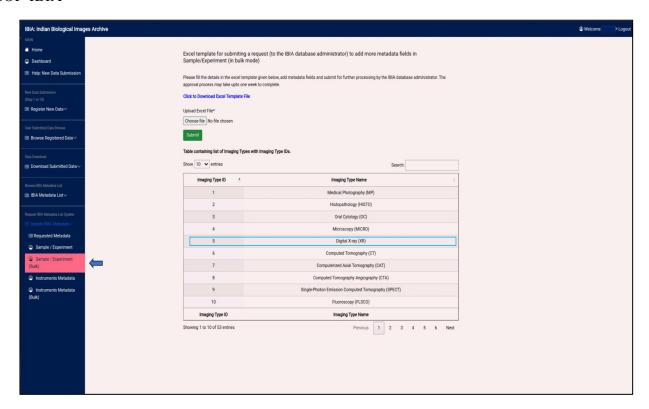


Figure 5. Snapshot of "Sample/Experiment (Bulk)" to update IBIA Metadata list.

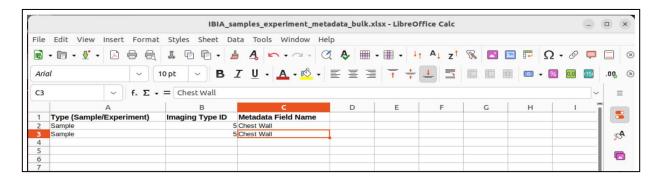


Figure S6. Snapshot of "Excel Template File" for Sample/Experiment Metadata (Bulk) upload to update IBIA Metadata list in batch mode.

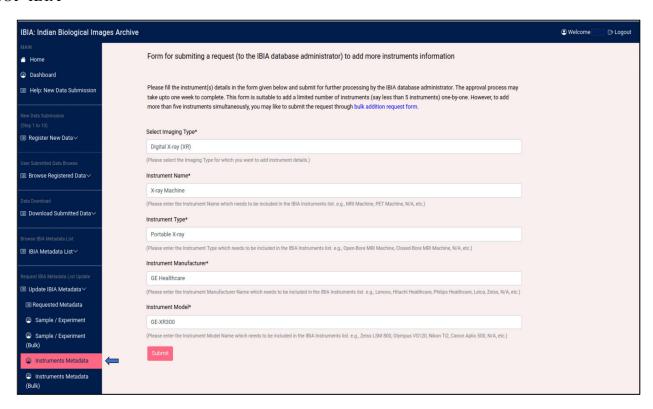


Figure S7. Snapshot of "Instrument Metadata" to update IBIA Instruments Metadata list.

After submitting a request to add metadata into Sample and Experiment, the submitter may also request to include metadata related to instruments via "Instruments Metadata" option (Figure S7). To submit the request for inclusion of Instruments metadata (in batch mode), the submitter may choose "Instruments Metadata (Bulk)". Thereafter, "Click to Download Excel Template File" then fill the downloaded excel template file and upload it using "Choose file" button (Figure S8-S9). However, the requested metadata, if valid, will be available on IBIA after getting approval from the IBIA database administrator (within a week of the request to include).

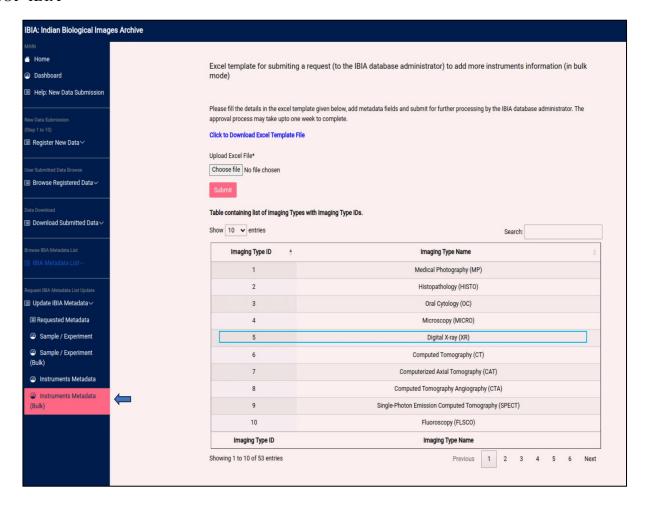


Figure S8. Snapshot of "Instrument Metadata (Bulk)" to update IBIA Instruments Metadata list in batch mode.

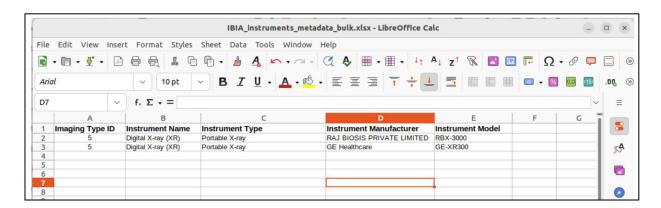


Figure S9. Snapshot of the filled "Excel Template File" to request the addition of Instruments Metadata on IBIA in the batch mode.