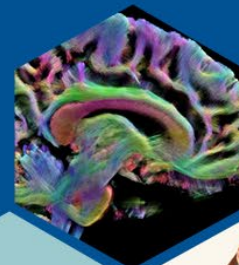


NDA Office Hours

QA Errors

March 2023



National Institute
of Mental Health

Who should be resubmitting data?

NDA expects you to resubmit data if your NDA Collection received a “QA Results” email from the NDA Help Desk.

IMPORTANT NOTICE: NIMH Data Archive (NDA) has identified one or more data quality issues in your data submission(s) from the 01/15/2023 submission cycle in NDA Collection [C4218](#).

Your task is to correct the identified QA errors and resubmit your corrected data before you submit any new data.

IMPORTANT: Do not submit any new data in your QA resubmissions. New data should never be submitted until all known QA Errors have been resolved.

How to Resolve QA Errors:

1. Save your [QA Results Report](#) as a .csv file using the [Viewing your QA Report instructions](#).
2. Review the QA errors found in your data submission(s) outlined in your QA Results Report.
 - a. If needed, [download previous submissions](#) to help you identify and resolve your errors. Your submission download will include a text file, QA_info.txt, outlining the QA errors in the submission.
3. Correct all QA errors in your data locally using the NDA [suggested resolution for each error](#).
4. Resubmit your corrected data using our [How to Provide Corrected Files guide](#).

Need Assistance?

[Register](#) for one or more NDA QA Office Hours to answer your questions about resolving each error and how to successfully resubmit your corrected data. If you have any questions you'd like answered during the session, please email them to the NDA Help Desk in advance.

Review our [QA Resubmission FAQ](#) if you can't make Office Hours or want more information!

Please reply to this email if you have any additional questions.

Regards,
NIMH Data Archive Staff
NDAHelp@mail.nih.gov

How to Read the QA Report

1. Open the QA results Report link in Step 1.

IMPORTANT NOTICE: NIMH Data Archive (NDA) has identified one or more data quality issues in your data submission(s) from the 01/15/2023 submission cycle in NDA Collection [C4218](#).

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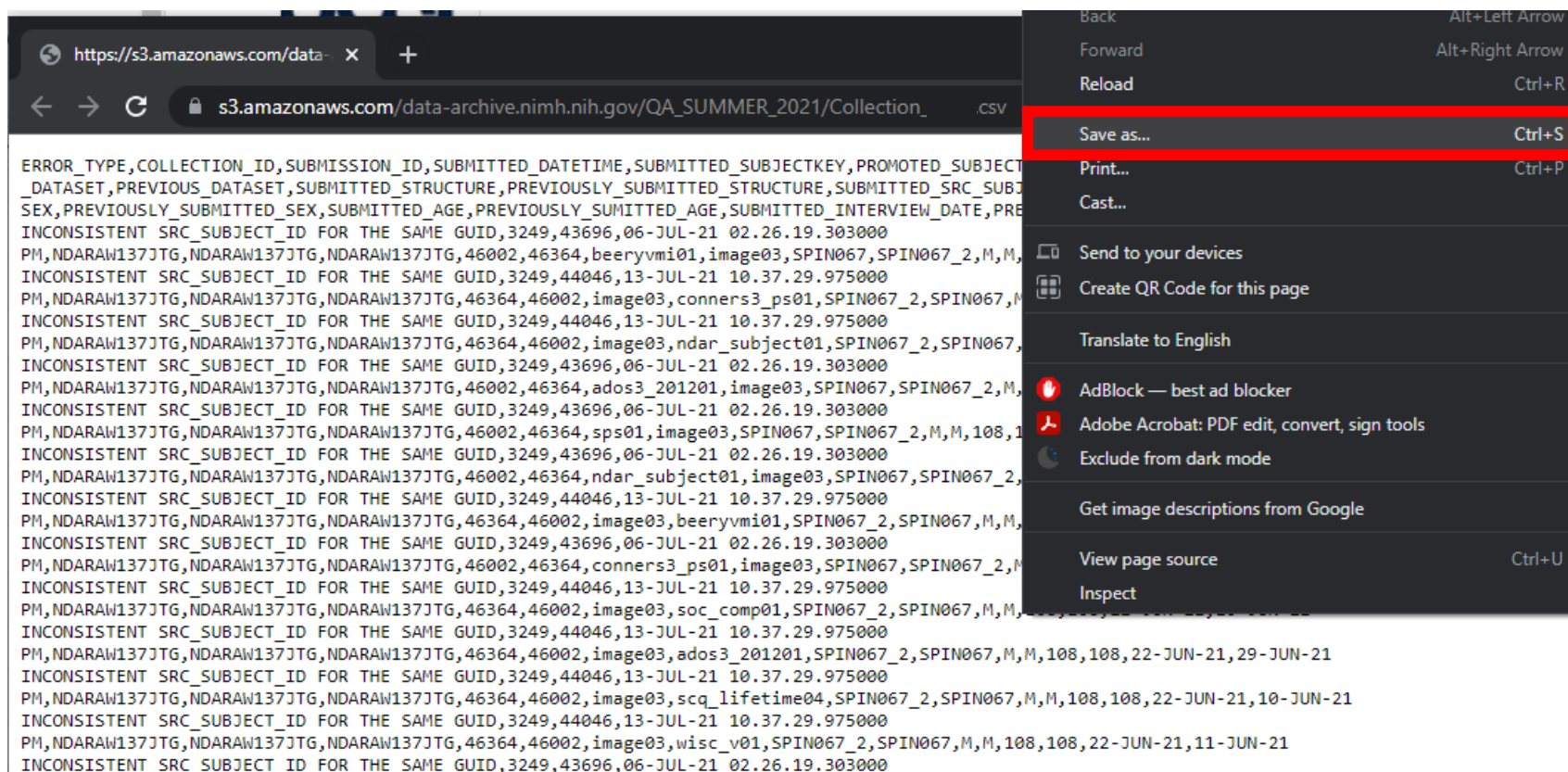
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Please reply to this email if you have any additional questions.

Regards,
NIMH Data Archive Staff
NDAHelp@mail.nih.gov

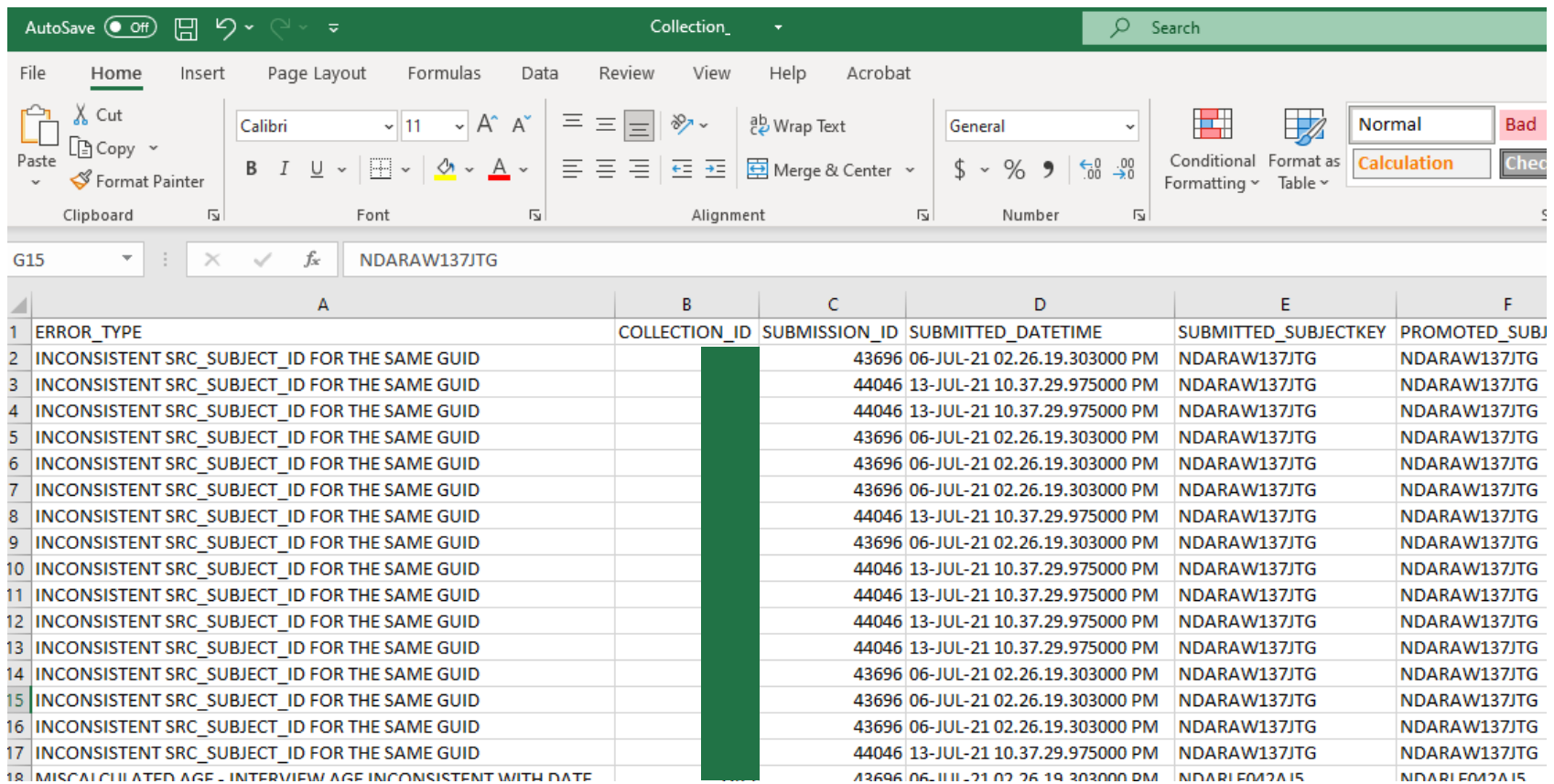
How to Read the QA Report

2. Right-click on the page and save the file as a .csv



How to Read the QA Report

3. Open the .csv file to view the errors



	A	B	C	D	E	F
1	ERROR_TYPE	COLLECTION_ID	SUBMISSION_ID	SUBMITTED_DATETIME	SUBMITTED_SUBJECTKEY	PROMOTED_SUBJ
2	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
3	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
4	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
5	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
6	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
7	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
8	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
9	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
10	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
11	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
12	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
13	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
14	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
15	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
16	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG
17	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID		44046	13-JUL-21 10.37.29.975000 PM	NDARAW137JTG	NDARAW137JTG
18	MISCALCULATED AGE - INTERVIEW AGE INCONSISTENT WITH DATE		43696	06-JUL-21 02.26.19.303000 PM	NDARAW137JTG	NDARAW137JTG

How to Resubmit Data

Use the How to Provide Corrected Files instruction guide linked in the QA Results email.

Your task is to correct the identified QA errors and resubmit your corrected data before you submit any new data.

IMPORTANT: Do not submit any new data in your QA resubmissions. New data should never be submitted until all known QA Errors have been resolved.

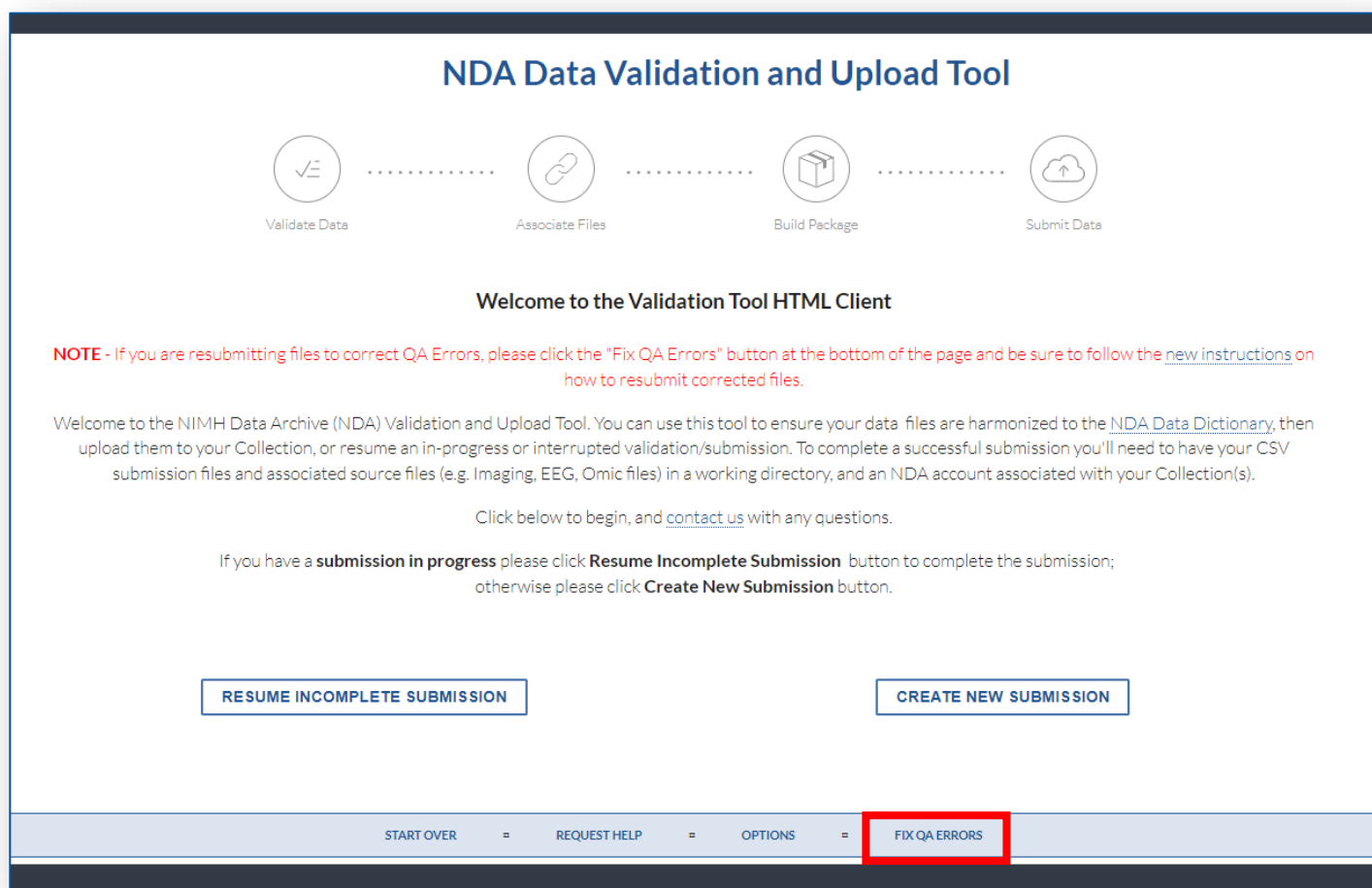
How to Resolve QA Errors:

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3. Correct all QA errors in your data locally using the NDA [suggested resolution for each error](#).
4. Resubmit your corrected data using our [How to Provide Corrected Files guide](#).

Need Assistance?

How to Resubmit Data





1. Launch the Validation and Upload Tool, then click “Fix QA Errors” in the right of the bottom banner



How to Resubmit Data

2. Select the submission in which you have corrected data and click “Submit”
 - Note that you can only resubmit for one submission at a time

NDA Data Validation and Upload Tool

   
Validate Data Associate Files Build Package Submit Data

Filter
31644

Please select the submission for which you would like to fix QA errors

Select	Collection ID	Submission ID	Dataset Title	Dataset Description	Submission Status	Dataset Created Date	Dataset Modified Date
<input checked="" type="checkbox"/>	2373	31644	U54 Human Subjects Data	U54 entire Human subjects dataset	Upload Completed	Apr 20, 2020, 12:22:31 PM	

SUBMIT

How to Resubmit Data

3. Select “Choose Files” and choose your corrected data file(s), or you can drag and drop your files.

The screenshot displays a multi-step process for data submission. The steps are: Enter QA Submission, Validate Data (current step), Associate Files, Build Package, and Submit Data. The 'Validate Data' section shows a list of validated files: 'et_subject_experiment01: 126 Rows' and 'eeg_sub_files01: 129 Rows'. Below this, 'Resubmission Instructions' state that users can upload corrected data for any of the above data-structures. A red warning text says: 'Do NOT just submit the rows that needed to be corrected, as this will result in missing data from your collection.' At the bottom, there is a dashed box for file upload. Inside the box, it says 'Drop data files or directories here' followed by 'OR'. To the right of 'OR' is a red-bordered button labeled 'Choose Files' and a link labeled 'Choose Directories'. There is also a checkbox labeled 'Validate against custom scope'.

Enter QA Submission

Validate Data

Associate Files

Build Package

Submit Data

The list below shows currently validated files and their results.

When you created submission **31644**, it contained the following structures:

et_subject_experiment01: 126 Rows

eeg_sub_files01: 129 Rows

Resubmission Instructions

At this time, you can upload corrected data for any of the above data-structures. You do not have to upload files for a data-structure if no data needed to be corrected for it.

Any files for structures needing corrections which you plan to upload at this step should contain **ALL** of the rows from the original submission (minus duplicates which were detected during the QA process). The data files uploaded at this step will replace the files that were uploaded originally.

Do NOT just submit the rows that needed to be corrected, as this will result in missing data from your collection.

☐ Validate against custom scope

Drop data files or directories here

OR

Choose Files

[Choose Directories](#)



How to Resubmit Data

Only resubmit data for data structures that contain errors.

Indicates data structure contains error

The list below shows currently validated files and their results.

When you created submission **35592**, it contained the following structures:

*srs02: 185 Rows 	-- Contains Errors
*ndar_subject01: 378 Rows 	
ados1_200102: 6 Rows	-- No Errors
ados2_200102: 12 Rows	

Only resubmit the **srs02** and **ndar_subject01** structure.

How to Resubmit Data

The same # of rows from the original submission must be uploaded in your resubmission.

When you created submission **35592**, it contained the following structures:

*srs02: 185 Rows ⓘ

*ndar_subject01: 378 Rows ⓘ

ados1_200102: 6 Rows

ados2_200102: 12 Rows

Resubmission Instructions

At this time, you can upload corrected data for any of the above data-structures. You do not have to upload files for a data-structure if no data needed to be corrected for it.

Any files for structures needing corrections which you plan to upload at this step should contain **ALL** of the rows from the original submission (minus duplicates which were detected during the QA process). The data files uploaded at this step will replace the files that were uploaded originally.

Do **NOT** just submit the rows that needed to be corrected, as this will result in missing data from your collection.

☐ Validate against custom scope

Drop data files or
directories here

OR

[Choose Files](#)

[Choose Directories](#)

Selected file status

ndar_subject01_template.csv: Potential data file extension detected.
ndar_subject01_template.csv: Potential data file extension detected.
ndar_subject01_template.csv: Potential data file extension detected.
ndar_subject01_template.csv: Potential data file extension detected.

File Name	Short Name	Status	Errors	Warnings	Uploaded Rows	
× ndar_subject01_template.csv	ndar_subject01	Complete with Errors	4428	144	369 of 378 (9 rows less)	Revalidate

[Export All Errors/Warnings](#)

How to Resubmit Data

4. Once your files have validated with no errors, click “Next: Build Package”

The screenshot shows a data validation summary table with the following content:

Errors	Warnings	Uploaded Rows	
0	7	3 of 3	Revalidate


Below the table, there is a link: [Export All Errors/Warnings](#).


A large blue button with the text "NEXT: BUILD PACKAGE" is highlighted with an orange border.


How to Resubmit Data


5. Verify that your listed information is correct & click “Submit Data”


NDA Data Validation and Upload Tool


Enter QA Submission


Validate Data


Associate Files



Build Package


Submit Data

RESUBMISSION SUMMARY

COLLECTION	Test Collection 1
TITLE	Resubmission Regression
DESCRIPTION	Test Submission
PACKAGE FILE	Download Package Files

Submission in progress



☒ To the best of my knowledge, this submission does not include Personally Identifiable Information (PII). See NDA SOP#5 for a list of direct identifiers.

SUBMIT DATA

DUPLICATE RECORDS WITHIN A SUBMISSION

Error Description

Indicates identical data has been submitted for a subject within a data structure.

Suggested Action

1. Identify the duplicate subject using the *SUBMITTED_SRC_SUBJECT_ID* value (column L)
2. Remove the duplicate record from the data structure
3. Resubmit your data

DUPLICATE RECORDS WITHIN A SUBMISSION

- Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ERROR_TYPE	COLLEC	SUBMIT	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT
5	DUPLICATE RECORDS WITHIN A SUBMISSION	0000	1	09-JUL-20	GUID 1	GUID 1	GUID 1	12345	12345	fmrresult	fmrresult	111	111	F
6	DUPLICATE RECORDS WITHIN A SUBMISSION	0000	1	09-JUL-20	GUID 2	GUID 2	GUID 2	12345	12345	fmrresult	fmrresult	222	222	M
7	DUPLICATE RECORDS WITHIN A SUBMISSION	0000	1	09-JUL-20	GUID 3	GUID 3	GUID 3	12345	12345	fmrresult	fmrresult	333	333	F
26														
27														

- Submission Template with Error

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	fmrresult	1																						
2	SUBJECT	SRC_SUBJ	ORIGIN_D	INTERVIEW	INTERVIEW	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOU	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE	PIPELINE	PIPELINE	PIPELINE	QC_FAIL	QC_OUTC	DERIVED	SCAN_TYF	IMG03_ID	FI
3	GUID 1	111	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDB28GU_2Yea	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	1.png	MR structural (T2)						
4	GUID 1	111	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDB28GU_2Yea	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	1.png	MR structural (T2)						
5	GUID 2	222	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDB28GU_base	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	2.png	MR structural (T2)						
6	GUID 2	222	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDB28GU_base	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	2.png	MR structural (T2)						
7	GUID 3	333	0	#####	135	F		ABCD Fast	1924503 s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	3.png	MR structural (T2)						
8	GUID 3	333	0	#####	135	F		ABCD Fast	1924503 s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	3.png	MR structural (T2)						

- Corrected Submission Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	fmrresult	1																									
2	SUBJECT	SRC_SUBJ	ORIGIN_D	INTERVIEW	INTERVIEW	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOU	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE	PIPELINE	PIPELINE	PIPELINE	QC_FAIL	QC_OUTC	DERIVED	SCAN_TYF	IMG03_ID	FILE_SOU	SESSION	IMAGE_HI	
3	GUID 1	111	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDB28GU_2Yea	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	1.png	MR structural (T2)							ABCD-MPI gradient u		
4	GUID 2	222	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDB28GU_base	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	2.png	MR structural (T2)							ABCD-MPI gradient u		
5	GUID 3	333	0	#####	135	F		ABCD Fast	1924503 s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre	MMPS	MMPS	253	N/A	pass	3.png	MR structural (T2)							ABCD-MPI gradient u		
6																											
7																											
8																											

MISCALCULATED AGE - INTERVIEW AGE INCONSISTENT WITH DATE

Error Description

Indicates different interview ages (in months) are listed for a subject for the same interview_date element

- Interview_age = the age at which the interview was done
- Age must be consistent across all data structures.

Suggested Action

1. Review the ages (in months) recorded for the subjects across the data structures noted on the error report.
2. Ensure that the correct age is recorded.
3. Age in months should be determined using the following rule:
 - If ≤ 15 days into the next month, round the age down in months.
 - If > 15 days into the next month, round the age up to the next month.
4. Once records have been corrected, resubmit the data.

MISCALCULATED AGE - INTERVIEW AGE INCONSISTENT WITH DATE

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ERROR_TYPE	COLLEC	SUBMIT	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMITTED	PREVIOUSLY	MITTED_IN
8	MISCALCULATED AGE - INTERVIEW AGE INCONSISTENT WITH DATE	0000	1	09-JUL-20	GUID 1	GUID 1	GUID 1	12345	12345	fmrresult ndar_subj	111	111	F	F		139	130	1/14/2019	1/14/2019	
9	MISCALCULATED AGE - INTERVIEW AGE INCONSISTENT WITH DATE	0000	1	09-JUL-20	GUID 2	GUID 2	GUID 2	12345	12345	fmrresult ndar_subj	222	222	M	M		116	130	2/13/2017	2/13/2017	
10	MISCALCULATED AGE - INTERVIEW AGE INCONSISTENT WITH DATE	0000	1	09-JUL-20	GUID 3	GUID 3	GUID 3	12345	12345	fmrresult ndar_subj	333	333	F	F		135	130	1/10/2019	1/10/2019	
26																				
27																				

Submission Template with Error

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECTK	SRC_SUBJ	ORIGIN_D	INTERVIEW_DATE	INTERVIEW_AGE	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOU	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE
3	GUID 1	111	0	1/14/2019	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	222	0	2/13/2017	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	1/10/2019	135	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre			
6															
7															
8															

Corrected Submission Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECTK	SRC_SUBJ	ORIGIN_D	INTERVIEW_DATE	INTERVIEW_AGE	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOU	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE
3	GUID 1	111	0	1/14/2019	130	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	222	0	2/13/2017	130	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	1/10/2019	130	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre			
6															
7															
8															

MISCALCULATED AGE - INTERVIEW DATE INCONSISTENT WITH AGE

Error Description

Indicates different interview dates are listed for a subject for the same interview_age element

- Interview_age = the age at which the interview was done
- Age must be consistent across all data structures.

Suggested Action

1. Review interview_date recorded for the subjects across the data structures
2. Ensure that the correct date is recorded.
3. Age in months should be determined using the following rule:
 - If ≤ 15 days into the next month, round the age down in months.
 - If > 15 days into the next month, round the age up to the next month.
4. Resubmit the data

MISCALCULATED AGE - INTERVIEW DATE INCONSISTENT WITH AGE

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	ERROR_TYPE	COLLEC	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMITTED	PREVIOUSLY	MITTED_INT
11	MISCALCULATED AGE - INTERVIEW DATE INCONSISTENT WITH AGE	0000	1	09-JUL-20	GUID 1	GUID 1	GUID 1	12345	12345	fmrresult ndar_subj	111	111	F	F		139	139	1/14/2019	11/14/2009		
12	MISCALCULATED AGE - INTERVIEW DATE INCONSISTENT WITH AGE	0000	1	09-JUL-20	GUID 2	GUID 2	GUID 2	12345	12345	fmrresult ndar_subj	222	222	M	M		116	116	2/13/2017	12/13/2007		
13	MISCALCULATED AGE - INTERVIEW DATE INCONSISTENT WITH AGE	0000	1	09-JUL-20	GUID 3	GUID 3	GUID 3	12345	12345	fmrresult ndar_subj	333	333	F	F		135	135	1/10/2019	10/10/2009		
26																					
27																					

Submission Template with QA Error

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECTK	SRC_SUBJ	ORIGIN_D	INTERVIEW_DATE	INTERVIEW	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOUF	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE_
3	GUID 1	111	0	1/14/2019	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	222	0	2/13/2017	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	1/10/2019	135	F		ABCD Fast	1924503 s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre				
6															
7															
8															

Corrected Submission Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECTK	SRC_SUBJ	ORIGIN_D	INTERVIEW_DATE	INTERVIEW	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOUF	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE_
3	GUID 1	111	0	11/14/2009	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	222	0	12/13/2007	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	10/10/2009	135	F		ABCD Fast	1924503 s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre				
6															
7															
8															

INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID

Error Description

Indicates a given GUID is associated with multiple src_subject_ids (the subject ID how it's defined in the lab)

- A single participant should only have 1 src_subject_id and 1 GUID mapped to their data.
- SUBMITTED_SUBJECTKEY = GUID
- SRC_SUBJECT_ID = locally used ID

Suggested Action

1. Review the source documents for the subject's correct src_subject_id (locally used ID).
2. Correct data locally and resubmit.
3. Document this change & upload it to the Supporting Documentation

INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ERROR_TYPE	COLLEC	SUBMIT	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMITTED	PREVIOUSLY	MITTED
17	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID	0000	1 09-JUL-20	GUID 1	GUID 1	GUID 1	12345	12345	fmrresult	fmrresult	222	111	F	F	139	139	1/14/2019	1/14/2019		
18	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID	0000	1 09-JUL-20	GUID 2	GUID 2	GUID 2	12345	12345	fmrresult	fmrresult	333	222	M	M	116	116	2/13/2017	2/13/2017		
19	INCONSISTENT SRC_SUBJECT_ID FOR THE SAME GUID	0000	1 09-JUL-20	GUID 3	GUID 3	GUID 3	12345	12345	fmrresult	fmrresult	333	333	F	F	135	135	1/10/2019	1/10/2019		
26																				
27																				

Submission Template with QA Error

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECTK	SRC_SUBJ	ORIGIN_D	INTERVIEW	INTERVIEW	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOU	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE
3	GUID 1	222	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	333	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	#####	135	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre			
6															
7															

Corrected Submission Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECTK	SRC_SUBJ	ORIGIN_D	INTERVIEW	INTERVIEW	SEX	EXPERIME	INPUTS	IMG03_ID	FILE_SOU	JOB_NAM	PROC_TYF	METRIC_F	PIPELINE	PIPELINE
3	GUID 1	111	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	222	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	#####	135	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre			
6															
7															
8															

INCONSISTENT GUID FOR SAME SRC_SUBJECT_ID

Error Description

Indicates that a `src_subject_id` (the subject ID how it's defined in the lab) is assigned to multiple GUIDs in a data structure

- A single participant should only have 1 `src_subject_id` and 1 GUID mapped to their data.
- SUBMITTED_SUBJECTKEY = GUID
- SRC_SUBJECT_ID = locally used ID

Suggested Action

Review the source documents for the subject's correct GUID.

- If necessary, use the GUID Tool to validate the GUID.
- Correct data locally and resubmit.

INCONSISTENT GUID FOR SAME SRC_SUBJECT_ID

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ERROR_TYPE	COLLECTED	SUBMIT	SUBMIT	SUBMIT	PROMOTED	PREVIOUS	SUBMIT	PREVIOUS	SUBMIT	PREVIOUS	SUBMIT	PREVIOUS	SUBMIT	PREVIOUS	SUBMIT	PREVIOUS	SUBMITTED_DATE	PREVIOUSLY_SUBMITTED_DATE	ADMITTED_IN
14	INCONSISTENT GUID FOR SAME SRC_SUBJECT_ID	0000	1	09-JUL-20	GUID 1	GUID 2	GUID 1	12345	12345	fmrresult ndar_sub		111	111	F	F	139	139	1/14/2019	1/14/2019	
15	INCONSISTENT GUID FOR SAME SRC_SUBJECT_ID	0000	1	09-JUL-20	GUID 2	GUID 3	GUID 2	12345	12345	fmrresult ndar_sub		222	222	M	M	116	116	2/13/2017	2/13/2017	
16	INCONSISTENT GUID FOR SAME SRC_SUBJECT_ID	0000	1	09-JUL-20	GUID 3	GUID 1	GUID 3	12345	12345	fmrresult ndar_sub		333	333	F	F	135	135	1/10/2019	1/10/2019	
26																				
27																				

Submission Template with QA Errors

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECT_KEY	SRC_SUBJECT_ID	ORIGIN_ID	INTERVIEW_DATE	INTERVIEW_STATUS	SEX	EXPERIMENT_NAME	INPUTS	IMG03_ID	FILE_SOURCE	JOB_NAME	PROC_TYPE	METRIC_FACTOR	PIPELINE_NAME	PIPELINE_VERSION
3	GUID 2	111	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 3	222	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 1	333	0	#####	135	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre			
6															
7															

Corrected Submission Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmrresult	1													
2	SUBJECT_KEY	SRC_SUBJECT_ID	ORIGIN_ID	INTERVIEW_DATE	INTERVIEW_STATUS	SEX	EXPERIMENT_NAME	INPUTS	IMG03_ID	FILE_SOURCE	JOB_NAME	PROC_TYPE	METRIC_FACTOR	PIPELINE_NAME	PIPELINE_VERSION
3	GUID 1	111	0	#####	139	F		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_2Yea	MMPS ver	MMIL_Pre				
4	GUID 2	222	0	#####	116	M		ABCD Fast-Track ima	s3://nda-abcd/NDARINVXDHB28GU_base	MMPS ver	MMIL_Pre				
5	GUID 3	333	0	#####	135	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/	MMPS ver	MMIL_Pre			
6															
7															
8															

MISSING SUBJECTS FOR DATA STRUCTURE PROVIDED

Error Description

Indicates there are fewer subjects submitted than in previous submissions

Note: Neurosignaling and omics subject data are excluded from this report as those data are only expected to be submitted once.

Suggested Action

NDA expects clinical data to be submitted cumulatively.

1. Review the submission to confirm all subjects collected so far were included in your cumulative submission.
2. Resubmit your data.

MISSING SUBJECTS FOR DATA STRUCTURE PROVIDED

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ERROR_TYPE	COLLEC	SUBMIS	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC
2	MISSING SUBJECTS FOR DATA STRUCTURE PROVIDED	0000	1	9-Jul-20	GUID 1				11111	ndar_subject01			111		F
3	MISSING SUBJECTS FOR DATA STRUCTURE PROVIDED	0000	1	9-Jul-20	GUID 2				11111	ndar_subject01			222		M
4	MISSING SUBJECTS FOR DATA STRUCTURE PROVIDED	0000	1	9-Jul-20	GUID 3				11111	ndar_subject01			333		F
26															
27															

MISSING DATA STRUCTURE

Error Description

Indicates a data structure you submitted cannot be found in later submissions.

- The data structure's shortname in question is provided in the report

Suggested Action

NDA expects clinical data to be submitted cumulatively.

1. Confirm all cumulative data were submitted.
2. Upload missing structures or confirm with NDA to resolve.

INCONSISTENT SEX PROVIDED

Error Description

A discrepancy with the sex at birth value across data structures

- Male (M) in one data structure, but Female (F) in another

Suggested Action

- Review the source documents for the correct sex.
- Record the appropriate code (Male (M), Female (F), Other (O), Not Reported (NR)) on all subject records locally and resubmit.
- If the change in sex is a valid change:
 - document this change
 - upload to the Supporting Documentation

INCONSISTENT SEX PROVIDED

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ERROR_TYPE	COLLEC	SUBMIS	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC
20	INCONSISTENT SEX PROVIDED	0000	1	09-JUL-20	GUID 1	GUID 1	GUID 1	12345	12345	fmriresult	fmriresult	111	111	M	F	139	139
21	INCONSISTENT SEX PROVIDED	0000	1	09-JUL-20	GUID 2	GUID 2	GUID 2	12345	12345	fmriresult	fmriresult	222	222	F	M	116	116
22	INCONSISTENT SEX PROVIDED	0000	1	09-JUL-20	GUID 3	GUID 3	GUID 3	12345	12345	fmriresult	fmriresult	333	333	M	F	135	135
26																	
27																	

Submission Template with QA Errors

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmriresults	1													
2	SUBJECTID	SRC_SUBJID	ORIGIN_ID	INTERVIEW	INTERVIEW	SEX	EXPERIMENT	INPUTS	IMG03_ID	FILE_SOURCE	JOB_NAME	PROC_TYPE	METRIC_F	PIPELINE	PIPELINE
3	GUID 1	111	0	#####	139	M		ABCD Fast-Track images	s3://nda-abcd/NDARINVXDB28GU_2Year	MMPS ver:	MMIL_Pre				
4	GUID 2	222	0	#####	116	F		ABCD Fast-Track images	s3://nda-abcd/NDARINVXDB28GU_baseli	MMPS ver:	MMIL_Pre				
5	GUID 3	333	0	#####	135	M		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/N	MMPS ver:	MMIL_Pre			
6															
7															

Corrected Submission Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	fmriresults	1													
2	SUBJECTID	SRC_SUBJID	ORIGIN_ID	INTERVIEW	INTERVIEW	SEX	EXPERIMENT	INPUTS	IMG03_ID	FILE_SOURCE	JOB_NAME	PROC_TYPE	METRIC_F	PIPELINE	PIPELINE
3	GUID 1	111	0	#####	139	F		ABCD Fast-Track images	s3://nda-abcd/NDARINVXDB28GU_2Year	MMPS ver:	MMIL_Pre				
4	GUID 2	222	0	#####	116	M		ABCD Fast-Track images	s3://nda-abcd/NDARINVXDB28GU_baseli	MMPS ver:	MMIL_Pre				
5	GUID 3	333	0	#####	135	F		ABCD Fast	1924503	s3://NDAR_Central_3/submission_21142/N	MMPS ver:	MMIL_Pre			
6															
7															

SEX VALUE THRESHOLD WARNING

Error Description

The percentage of the Other (O) and/or Not Reported (NR) values for the data element 'sex' exceeds acceptable thresholds

- The acceptable threshold for Other (O) is 25%
- The acceptable threshold for Not Reported (NR) is 50%.

Suggested Action

- Review the data to confirm that the values reported in the sex element are accurate.
- Update the data accordingly.

*When this warning occurs, the submission **can continue** without further action.

SEX VALUE THRESHOLD WARNING

Error Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ERROR_TYPE	COLLEC	SUBMIS	SUBMIT	SUBMIT	PROMC	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC	SUBMIT	PREVIC
23	SEX VALUE THRESHOLD WARNING	0000	1	09-JUL-20	GUID 1	GUID 1	GUID 1	12345	12345	fmrresult	fmrresult	111	111 O	O		139	139
24	SEX VALUE THRESHOLD WARNING	0000	1	09-JUL-20	GUID 2	GUID 2	GUID 2	12345	12345	fmrresult	fmrresult	222	222 O	O		116	116
25	SEX VALUE THRESHOLD WARNING	0000	1	09-JUL-20	GUID 3	GUID 3	GUID 3	12345	12345	fmrresult	fmrresult	333	333 O	O		135	135
26																	
27																	

Let's start the Q&A!



National Institute
of Mental Health

More Questions?

If you have further questions, please email the NDA Help Desk at NDAHelp@mail.nih.gov.

To request a copy of the presentation, please contact the NDA Help Desk.

Thank you for joining!