Using the transcription platform

About the platform

PREDIS Transcription allows researchers to transcribe audio files while retaining all data within the **Valeria** environment, an infrastructure providing secure storage for research data and a high-performance computing center hosted at **Université Laval**. Files are processed in a controlled and secure environment, and source files are automatically deleted once transcription is complete.

> **Security First**
> File transfers are managed via Globus, a platform designed for the secure management of research data. Files are temporarily stored on Valeria's high-performance storage (Lustre) and are deleted once transcription is complete.

Prerequisites

1. **Verify ethical compliance**

   Before you begin, confirm with your **research ethics committee** that your data can be transferred to Valeria's infrastructure.

2. **Configure Globus**

   Globus is the tool used to transfer files to and from the Lustre storage in the data center.

   Consult the documentation:

   - Valeria — Globus Configuration and Data Transfer Guide (french only)
   - Globus — How to connect and transfer files

Create a New Project

4. **Submit a new project**

   Go to the **Projects** section and click on **New Project**. Provide the following information:

   - The principal investigator responsible for the research project
   - The name of the research project
   - Upload the research protocol
   - A detailed description of the data used

- Upload the ethics approval confirming that the data can be transferred to Valeria, or at least written confirmation from the ethics committee

Upload the files

4 **Upload via Globus**

Once your project is approved and activated, you will receive a link to a Globus collection (endpoint) that points to the Lustre file system in the computing center, where you can upload the audio files to be transcribed. These files are stored temporarily and are automatically deleted once the transcription is complete.

For detailed instructions on transferring files with Globus, please refer to the official documentation:

Globus — How to connect and transfer files

Start the transcriptions

5 **Select the files and start a transcription**

For each transcription in your approved project, you can:

- Select the files to transcribe from those uploaded via Globus
- Configure the transcription options (language, template, etc.)
- Start the transcription task and track its progress

Useful links

Globus

- Digital Research Alliance of Canada — Globus
- Valeria — Globus Configuration and Data Transfer Guide (french only)
- Globus — How to connect and transfer files

Valeria

- Valeria — Inscription
- Valeria — Documentation