

# Submission Request

Step-by-Step Guide to Completing a Submission  
Request through the CRDC Submission Portal

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# I. Introduction

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This guide walks you through the basics of completing the Submission Request Form using the [CRDC Submission Portal](#). If you have questions that are not answered here, please contact the CRDC Helpdesk (NCICRDC@mail.nih.gov).

## II. Prerequisites

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The main prerequisite for completing a Submission Request Form is creating a Login.gov account. Although not required, it is strongly recommended that the Login.gov identity be associated with your company or institution. Note: NIH staff can use their PIV cards as their identity.

Use [Login.gov](#) to create an account.

Note: Login.gov requires 2-factor authentication. This needs to be set up when you create the Login.gov account using the same email address.

## III. Starting the Data Submission Request Application

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On the CRDC Submission Portal, click on Login in the middle of the screen or in the upper-right corner. You are prompted to use your Login.gov credentials. A successful login redirects you to the NIH single sign-on page where you can log in using either a PIV card (NIH staff) or Login.gov (non-NIH staff) identity.

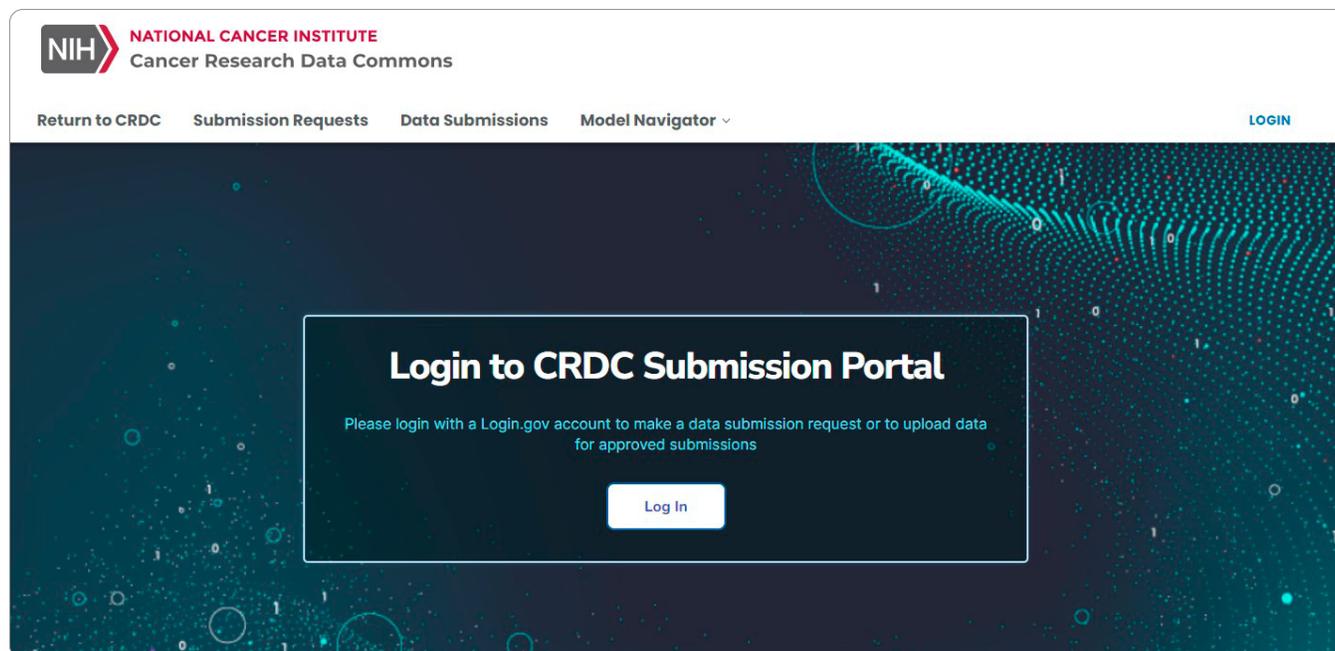


Figure 1. CRDC Submission Portal Landing Page.

Once you log in, the NIH Single Sign-On page appears where you can sign in with your NIH login ID (or PIV card for NIH employees).

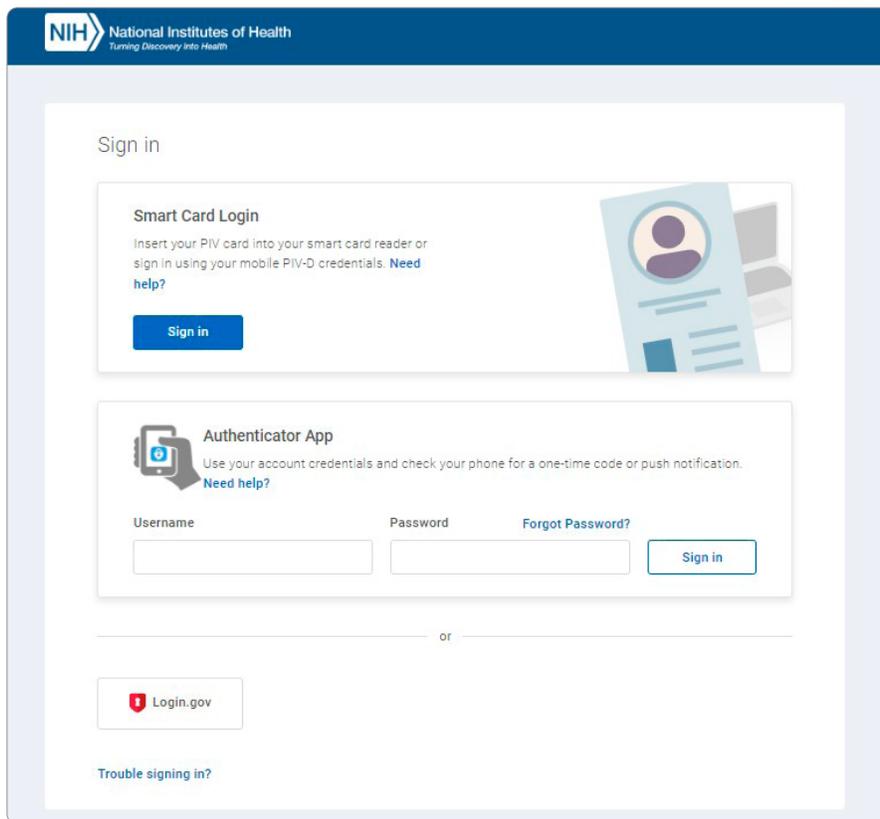


Figure 2. NIH Login page

If you are not an NIH user, once your Login.gov identity is accepted by the CRDC Submission Portal, you are prompted to share the login information with NIH by clicking on the **Grant** button.

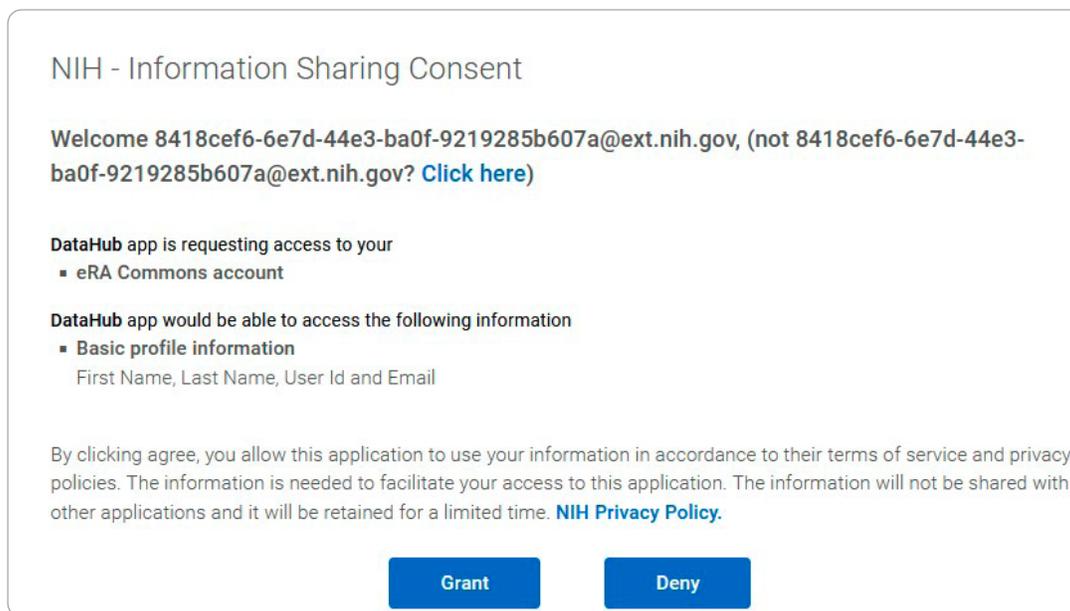


Figure 3. NIH - Information Sharing Consent: Click on Grant

The CRDC Submission Request portal appears, where you can do the following:

- To start a new request, click the **Start a Submission Request** button immediately above the table on the right side.
- If you are a returning data submitter, the Submission Request List table appears, which lists all current submission requests. To continue, click the **Resume** button associated with the submission.

Submitter Name	Organization	Study	Program	Status	Submitted Date ↓	Last Updated Date	Action
heyiwen	FNL	Genomic data v24.4.1	Human Tumor Atlas Network	Approved	5/6/2024 2:34 PM	5/6/2024 2:39 PM	<a href="#">View</a>
heyiwen	FNL	NA	NA	New		5/7/2024 4:35 PM	<a href="#">Resume</a>

Figure 4. Submission Request List

## IV. Data Submission Request Form Walkthrough

This walkthrough includes images from the Submission Request Form highlighting critical requested information. Note that as you progress in filling out this form:

- Pages and page sections can be filled in any order
- Progress is automatically saved so you can return as needed. However, if any field is incorrectly filled, the user is asked whether they want to cancel, save, or discard the changes.

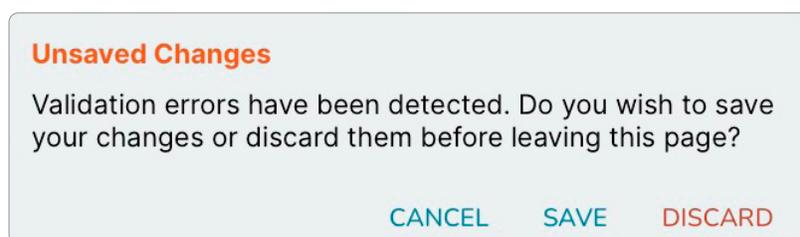
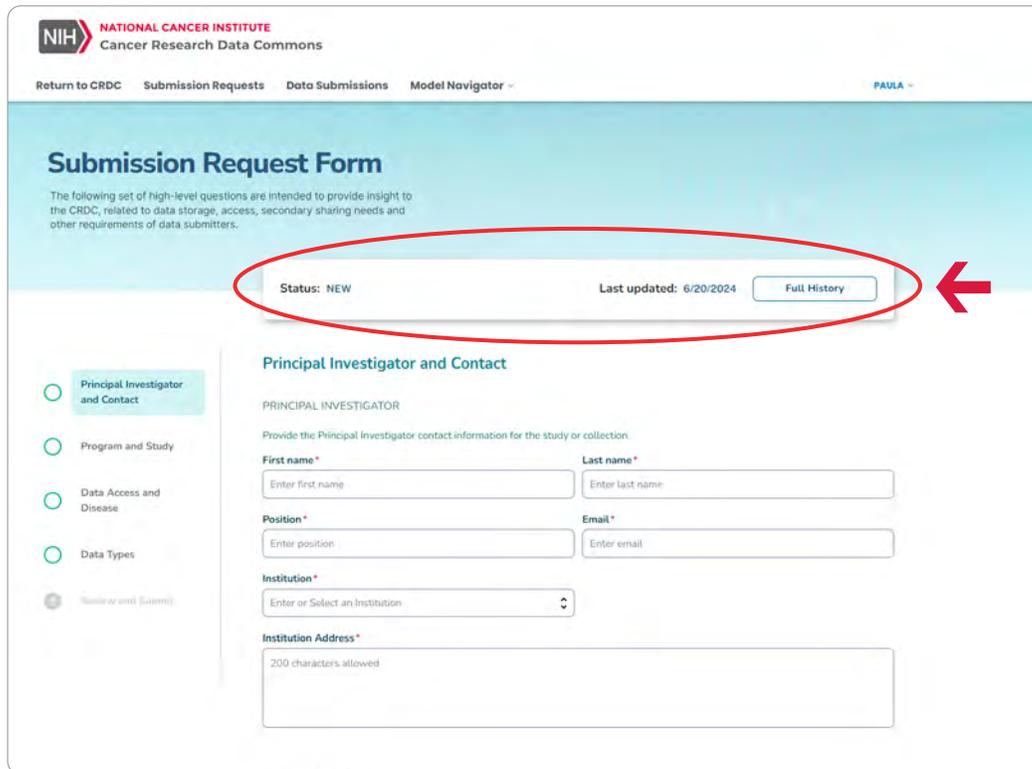


Figure 5. Unsaved Changes message pop-up window

- For subsequent submission requests, the Principal Investigator and Contact section is pre-filled, although it can be edited
- The form cannot be submitted without completing all the required fields.

# 1. FEATURES OF THE SUBMISSION REQUEST FORM

## Status Bar



The screenshot displays the NIH Cancer Research Data Commons Submission Request Form. At the top, the NIH logo and 'NATIONAL CANCER INSTITUTE Cancer Research Data Commons' are visible. Below the header, navigation links for 'Return to CRDC', 'Submission Requests', 'Data Submissions', and 'Model Navigator' are present, along with a user name 'PAULA'. The main heading is 'Submission Request Form', followed by a brief description of the form's purpose. A red oval highlights the 'Status Bar' area, which includes the text 'Status: NEW', 'Last updated: 6/20/2024', and a 'Full History' button. A red arrow points to the 'Full History' button. Below the status bar, a sidebar on the left lists sections: 'Principal Investigator and Contact' (selected), 'Program and Study', 'Data Access and Disease', 'Data Types', and 'Save or until Submit'. The main content area is titled 'Principal Investigator and Contact' and contains a 'PRINCIPAL INVESTIGATOR' section with instructions to provide contact information. It includes input fields for 'First name\*', 'Last name\*', 'Position\*', and 'Email\*', a dropdown for 'Institution\*', and a text area for 'Institution Address\*' with a 200-character limit.

Figure 6. First page of the Submission Request Form with highlighted areas to illustrate its features

The **Status Bar** appears on all the form pages. Status values include:

- New – Application is started but no information has been entered.
- In Progress – The form is partially filled in but is not complete.
- In Review – The form has been submitted and the Submission Review Committee is reviewing it.
- Approved/Rejected – The Submission Review Committee has noted their decision.

The **Last updated** field shows the last date that information was added or changed in the form.

The **Full History** button pops up a window showing the history of all status changes since the form was started.

## Navigation Buttons

At the bottom of each page, three navigation buttons help you move between the form's pages and save progress.

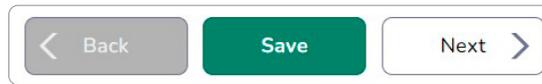


Figure 7. The Save or Back/Next buttons are at the bottom of each page

## Add and Remove Buttons

In various places on the application form, **Add** buttons (a green circle with a white plus sign and a label) allow you to add multiple instances of that section. For example, the **Add Contact** button allows you to enter contact information for multiple people. Clicking the **Remove** button allows you to delete that section.

A screenshot of a form section titled 'ADDITIONAL CONTACTS'. Below the title is a teal instruction: 'If there are additional points of contact (e.g., scientific and/or technical data coordinator), enter the contact details for each. If there is more than one, you may add additional rows for the details for each contact.' The form contains six input fields: 'First name\*', 'Last name\*', 'Position\*', 'Email\*', 'Institution\*', and 'Phone number'. At the bottom left, there is a red circle containing a minus sign and the text 'Remove Contact', with a red arrow pointing left towards it. At the bottom right, there is a red circle containing a plus sign and the text 'Add Contact', with a red arrow pointing right towards it.

Figure 8. Remove or Add Contact buttons are available for fields that allow additional entries

## 2. SUBMISSION REQUEST FORM: Principal Investigator and Contact

The screenshot shows the NIH National Cancer Institute Cancer Research Data Commons Submission Request Form. The page title is "Submission Request Form". Below the title, there is a description: "The following set of high-level questions are intended to provide insight to the CRDC, related to data storage, access, secondary sharing needs and other requirements of data submitters." The form status is "NEW", last updated on "6/20/2024", and there is a "Full History" button. The left sidebar contains a navigation menu with "Principal Investigator and Contact" highlighted in a red circle and indicated by a red arrow. The main content area is titled "Principal Investigator and Contact" and includes a "PRINCIPAL INVESTIGATOR" section with the instruction: "Provide the Principal Investigator contact information for the study or collection." The form fields are: "First name\*" (text input), "Last name\*" (text input), "Position\*" (text input), "Email\*" (text input), and "Institution\*" (dropdown menu with "Enter or Select an Institution" as the placeholder).

Figure 9. Page One of the Submission Request Form

This part of the form collects information about the Principal Investigator (PI) for the project, the primary contact, and contact information for any additional staff who may be helping with the data submission. The Add Contact button in the Additional Contacts section can be used to add as many additional contacts as needed.

This page has several required fields for each of the contacts:

**First Name:** The first (given) name of the contact

**Last Name:** The last (family) name of the contact

**Position:** The position or title the person holds at their company or institutions

**Email:** A valid email address, which will be used for communications. Please be accurate.

**Institution:** This field is the company or institution with which the person is associated. The drop-down narrows the options as you start typing. If you don't find your institution, type in your institution name

**Institution Address (PI Only):** The official address of the company or institution the PI works for

Note that a contact can be removed with the Remove Contact option at the bottom of each frame.

### 3. SUBMISSION REQUEST FORM: Program and Study

The screenshot shows the NIH Cancer Research Data Commons Submission Request Form. The header includes the NIH logo and 'NATIONAL CANCER INSTITUTE Cancer Research Data Commons'. Navigation links include 'Return to CRDC', 'Submission Requests', 'Data Submissions', and 'Model Navigator'. The user's name 'PAULA' is in the top right. The main heading is 'Submission Request Form' with a sub-heading explaining the form's purpose. A status box shows 'Status: NEW', 'Last updated: 6/20/2024', and a 'Full History' button. A sidebar on the left has five menu items: 'Principal Investigator and Contact', 'Program and Study' (highlighted with a red circle and arrow), 'Data Access and Disease', 'Data Types', and 'Review and Submit'. The main content area is titled 'Program and Study' and is divided into 'PROGRAM INFORMATION' and 'STUDY INFORMATION'. The 'PROGRAM INFORMATION' section includes a note: 'If your study is part of a larger program, enter the program name(s) and/or organization(s) that funded this study.' It contains a 'Program' dropdown menu, 'Program Title' (100 characters allowed), 'Program Abbreviation' (100 characters allowed), and 'Program Description' (500 characters allowed) text areas. The 'STUDY INFORMATION' section includes a note: 'A short description of the effort that these data have been collected for.' It contains 'Study Title' (100 characters allowed), 'Study Abbreviation' (20 characters allowed), and 'Study Description' (2,500 characters allowed) text areas.

Figure 10. Page two of the Submission Request Form

The Program and Study section provides information about the overall program that funded the activities and details the study that falls under this program. The following fields are included:

**Program Information:** The name of the broad administrative group that oversees the data collection. Examples include Clinical Proteomic Tumor Analysis Consortium (CPTAC), or Human Tumor Atlas Network (HTAN) Programs tend to be large, NCI-funded efforts with several projects or studies in them.

**Study Information:** Much like a paper title, this is intended to provide a short, single way to refer to this collection of data. Longer descriptions should be put in the *Study Description* field. If you have used a Study Title when registering in dbGap, please use that same Study Title here. (See dbGaP registration information below.)

**Funding Agency/Organization:** Please note which agencies or programs funded the work and any the assigned grant or contract numbers. Note that additional funding agencies can be provided by using the *Add Agency* button. If your funding agency is not listed in the drop-down, please send an inquiry email to [NCIInfo@nih.gov](mailto:NCIInfo@nih.gov).

dbGaP REGISTRATION

Please indicate if your study is currently registered with dbGaP.

Has your study been registered in dbGaP?\*

No  Yes

If yes, provide dbGaP PHS number with the version number

Ex/ "phs002529.v1.p1". 50 characters allowed

EXISTING PUBLICATIONS

List existing publications associated with this study, include PubMed ID (PMID), DOI.

+ Add Existing Publication

PLANNED PUBLICATIONS

List planned publications and/or pre-prints associated with this study, if any, and the estimated publication date.

+ Add Planned Publication

REPOSITORY

Add repository if your data has been submitted to another repository

+ Add Repository

< Back Save Next >

Figure 11. dbGap information is gathered on the second page of the form, along with information about publications and repositories outside of CRDC

**dbGaP Registration:** If you have already registered with dbGaP, please provide the PHS number for your project in the Data Submission Request Form. You are prompted to select Yes with the slider and provide the PHS number in the text box.

Note that studies that contain controlled access data must be registered at dbGaP prior to completing the Submission Request Form.

**Existing Publications and Planned Publications:** Neither of these are required for a Data Submission Request, but if you do provide publication information, some fields are required.

**Repository:** This section collects information about other data repositories *outside of the CRDC* that contain information from the same study. As with Publications, this is an optional section; however, if data are deposited outside of the CRDC, providing this is useful to the Submission Review Committee. Note that data repositories or data commons that are part of the CRDC include the Genomic Data Commons (GDC), Proteomic Data Commons (PDC), Imaging Data Commons (IDC), the Integrated Canine Data Commons (ICDC), and the Cancer Data Service (CDS). The Clinical and Translational Data Commons (CTDC) will be live in late 2024. Find more information about CRDC's Data Commons [here](#).

## 4. SUBMISSION REQUEST FORM: Data Access and Disease

The screenshot shows the 'Submission Request Form' for the National Cancer Institute Cancer Research Data Commons. The page is titled 'Submission Request Form' and includes a navigation bar with 'Return to CRDC', 'Submission Requests', 'Data Submissions', and 'Model Navigator'. The user's name 'PAULA' is visible in the top right. The form is currently in 'NEW' status, last updated on 6/20/2024, with a 'Full History' button. The sidebar on the left has five items: 'Principal Investigator and Contact', 'Program and Study', 'Data Access and Disease' (highlighted with a red circle and arrow), 'Data Types', and 'Review and Submit'. The main content area is titled 'Data Access and Disease' and contains the following sections:

- DATA ACCESS:** A text block explaining that informed consent is the basis for institutions submitting data to determine the appropriateness of submitting human data to open or controlled-access NIH/NCI data repositories. It includes a link to <https://sharing.nih.gov/genomic-data-sharing-policy/institutional-certifications>.
- Access Types (Select all that apply):\*** Two checkboxes: 'Open Access' and 'Controlled Access'.
- CANCER TYPES:** A text block stating 'Select the types of cancer(s) and, if applicable, pre-cancer(s) being studied. Multiple cancer types may be selected.'
- Cancer types (select all that apply):** A dropdown menu with 'Select types' and a button for 'Other cancer type(s)'.
- Pre-Cancer types (provide all that apply):** A text input field for 'Specify other cancer type(s)'.

Figure 12. Page three of the Submission Request Form

This page collects information on cancer type(s) you want to submit and accessibility of the data, if any of the data is considered controlled access and will require users to get permission to access it or if it is openly available to the research public. Please note that if the study contains controlled access data, CRDC requires users to register their study in dbGaP.

**Data Access:** Indicates that the data are

- **Open Access** (anyone can access your data without restriction)
- **Controlled Access** (users are asked to seek permission through dbGap before they are allowed to access your data). One or both of the options must be selected.

**Cancer Types:** You can select multiple items from the dropdown. Select all types that apply. If the cancer types are not on the list, provide those in the *Other cancer type(s)* text box.

**Subjects/Species:** Multiple options are provided in the drop-down menu. If you cannot find the species in the drop-down menu, select the *Other Specie(s)* involved field and type in the name of the specie(s). This section also asks for the total number of subjects in the submission.

## 5. SUBMISSION REQUEST FORM: Data Types

The screenshot shows the 'Submission Request Form' for the National Cancer Institute Cancer Research Data Commons. The page is titled 'Submission Request Form' and includes a sidebar with navigation options: 'Principal Investigator and Contact', 'Program and Study', 'Data Access and Disease', 'Data Types' (highlighted with a red circle and arrow), and 'Feedback and Submit'. The main content area is divided into sections: 'Data Delivery and Release Dates' with 'Targeted Data Submission Delivery Date' and 'Expected Publication Date' fields; 'Data Types' with sliders for 'Clinical', 'Proteomics', 'Genomics', and 'Imaging', and an 'Other Data Type(s)' text box; and 'File Types' with a table for listing file types, extensions, counts, and sizes. The 'Data Types' section is the focus of the image.

**Status:** NEW **Last updated:** 6/20/2024 **Full History**

### Data Types

DATA DELIVERY AND RELEASE DATES

**Targeted Data Submission Delivery Date**  **Expected Publication Date**

**DATA TYPES\***

Indicate the major types of data included in this submission. For each type listed, select Yes or No. Describe any additional major types of data in Other (specify). At least one data type is required.

**Clinical**  No  Yes **Genomics**  No  Yes

**Proteomics**  No  Yes **Imaging**  No  Yes

**Other Data Type(s)**

**FILE TYPES**

List the number, size, and formats of files in the submission in the table below. Indicate one file type per row. At least one file type is required. **Add File Type**

File Type*	File Extension*	Number of files*	Estimated data size*	Remove
<input type="text" value="Enter or select a type"/>	<input type="text" value="Enter or select an extension"/>	<input type="text" value="Enter file count"/>	<input type="text" value="E.g. 500 GB"/>	<input type="button" value="Remove"/>

Figure 13. Page four of the Submission Request Form

This section covers the types of data included in the study. Most fields can be answered by using the Yes/No sliders next to each option.

**Data Delivery and Release Date:** The targeted data submission delivery date to CRDC and the expected publication date of the respective study.

Note that both dates are considered estimates. CRDC does not expect that submitters will hold to this start date and does not guarantee to release data by the expected study publication date, although we will make every effort to meet your deadlines.

- **Data Types:** Select **Yes** for the data types relevant to your submission. Some of the fields (such as Imaging and Clinical) open up additional data type-specific questions if you select **Yes**. If you plan to submit data types not listed in this field, use the *Other Data Type(s)* field to provide that information.
- **Clinical:** If this is selected, another field opens with options detailing the types of information collected about the participants/subjects of the study such as demographics, treatment dates, and outcomes. Any additional information not listed can be provided in the *Other Clinical Data Types* text box.
- **Imaging:** If this is selected, a prompt opens to indicate if the data planned for submission will be de-identified.

**File Types:** This section covers the kinds of data files that will be uploaded on the portal as well as the number of files and the data size. These numbers are estimates only and the CRDC team will not hold an approved submission request to the information provided here, but asks that you make the most accurate estimate that you can. Use one row per file type and add additional rows using the *Add File Type* button.

FILE TYPES

List the number, size, and formats of files in the submission in the table below.  
Indicate one file type per row. At least one file type is required.

+ Add File Type

File Type *	File Extension *	Number of files *	Estimated data size *	Remove
Enter or select a type X	Enter or select an extension	Enter file count	E.g. 500 GB	
<ul style="list-style-type: none"> <li>Raw sequencing data</li> <li>Derived sequencing data</li> <li>Clinical data</li> <li>Protein expression data</li> <li>Imaging data</li> </ul>				

500 characters allowed

Figure 14. Page four of the Submission Request also collects information about File Types through drop-down menus

**Additional Information:** Any additional information needed for the Submission Review Committee to consider.

**Cell lines, Model Systems:** Indicate whether the data are from cell lines or model systems.

**Confirm the data you plan to submit are de-identified:** Select **Yes** or **No**

- Note that this De-Identification attestation pertains to all data that will be submitted.
- This means that all identifiers used in the study cannot be traced back to an individual and that the submission will be free of all Personally Identifiable Information (PII) or Protected Health Information (PHI).
- Even for studies that will be placed under controlled access, there must not be any information that would allow the identification of a participant.

## 6. SUBMISSION REQUEST FORM: Review and Submit

This section is locked until all required fields have been completed in the previous sections. **When all required fields have been filled out**, the Review and Submit section will be available and allow you to review all information entered on a single page.

Once you are satisfied that the information is complete, click the **Submit** button at the bottom of the page. **This locks the form from further editing** and notifies the Submission Review Committee that your request is ready for review.

## V. Check the Data Submission Portal for Updates

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The CRDC Submission Review Committee meets on a regular basis to review Submission Request applications. It takes four to six weeks from the time an application is made until the requester hears back from the committee.

The Submission Request application review can result in three different outcomes:

- **Your request is approved.** This starts the process of submitting the data files to CRDC. The Principal Investigator or project contact is assigned a concierge who will help walk you through that process.
- **Your request is rejected.** This means that the committee has decided that your submission is not a good fit for CRDC, and you should find an alternative way to distribute your data.
- **There are additional questions.** In this instance, you will be contacted via email for additional information that the committee needs to come to a decision.