

Submission Request

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

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I. Introduction

This guide provides step-by-step instructions for completing a Submission Request in the [CRDC Submission Portal](#). If you have questions that are not answered here, please contact the CRDC Help Desk (NCICRDC@mail.nih.gov).

Note: Required fields are marked within the form and must be completed before submission.

II. Prerequisites

A [Login.gov](#) account is required to access the CRDC Submission Portal. Although not required, it is strongly recommended that the Login.gov identity be associated with your company or institution. Users can also choose a personal email as their identifier.

[Login.gov](#) uses two-factor authentication, which must be configured during account setup. Use the same email address for the CRDC Submission Portal as Login.gov. NIH staff may use their PIV card instead of Login.gov.

Note: Access to the CRDC Submission Portal is deactivated after 180 days of inactivity. To restore access, contact the CRDC Help Desk (NCICRDC@mail.nih.gov).

III. Starting the Submission Request Application

Users can either start a new Submission Request or resume an existing one.

Visit the [CRDC Submission Portal](#) and click **Log In**. You will be redirected to the NIH single sign-on page where you can log in using either the [Login.gov](#) (non-NIH staff) identity or a PIV card (NIH staff).

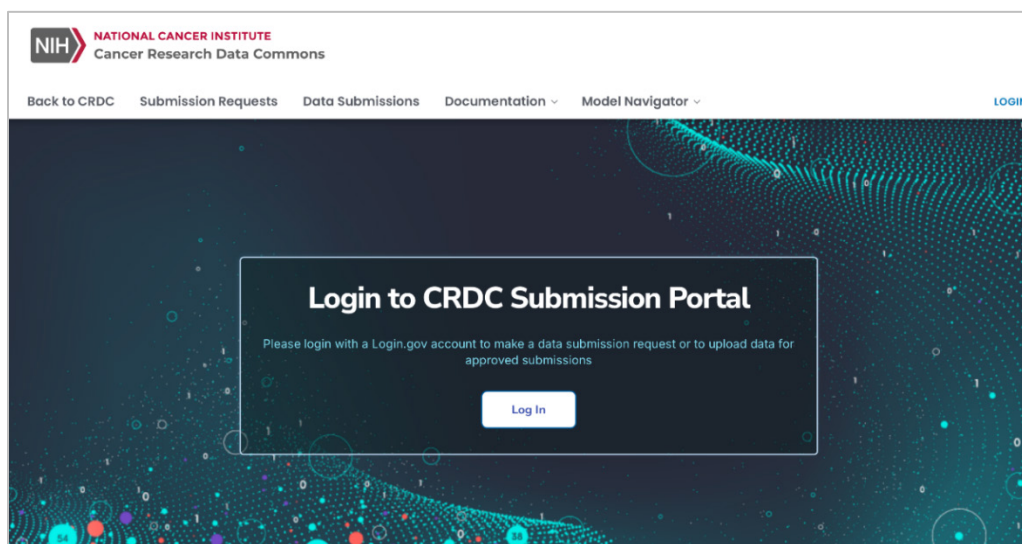


Figure 1. CRDC Submission Portal Landing Page

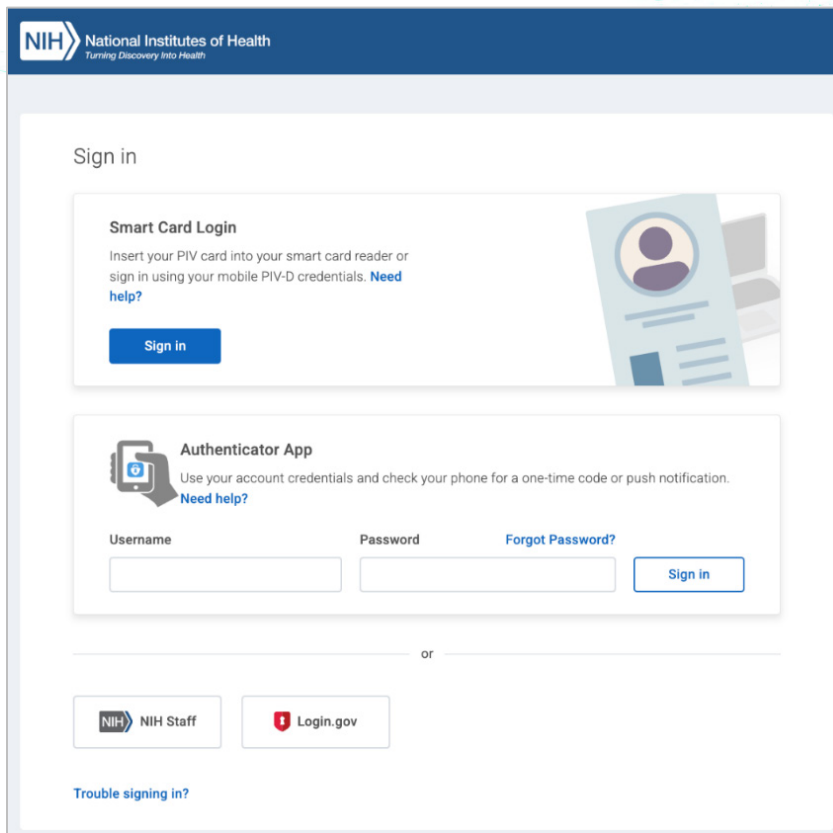


Figure 2. NIH Login Page

If you are using a [Login.gov](https://login.gov) identity, you are prompted to provide consent for sharing the login information with NIH by clicking the **Grant** button.

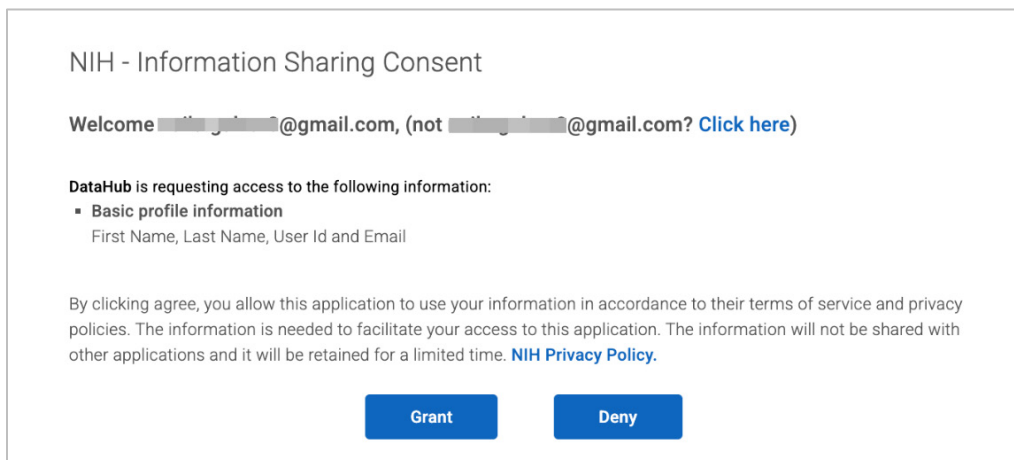


Figure 3. NIH — Information Sharing Consent: Click Grant

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. See Figure 4. A new pop-up window (Figure 5) appears, prompting the user to provide consent before proceeding with the submission request process.
- If you are a returning data submitter, the **Submission Request List** table appears, which lists all current submission requests and users can download the list by clicking on the cloud-shaped icon. To continue, click the **Resume** button associated with the submission request. See Figure 4.

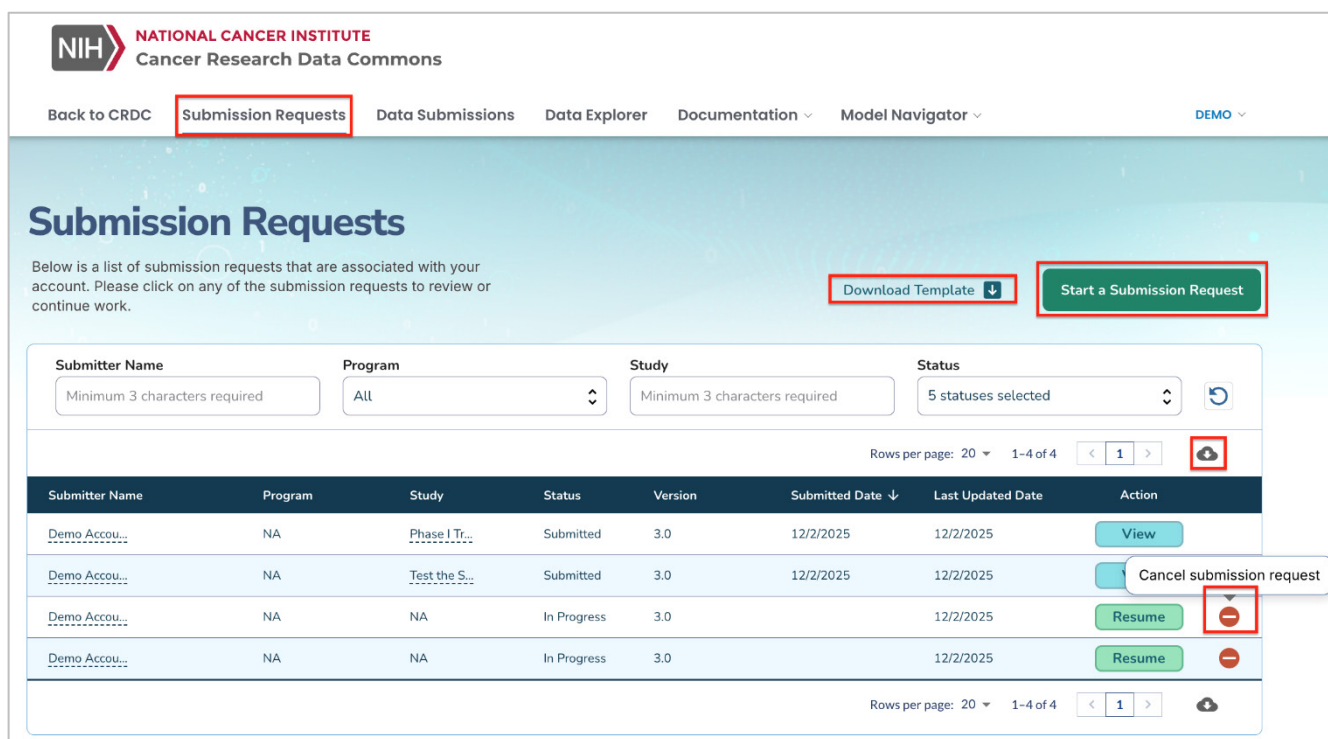


Figure 4. Submission Request List and Download Template

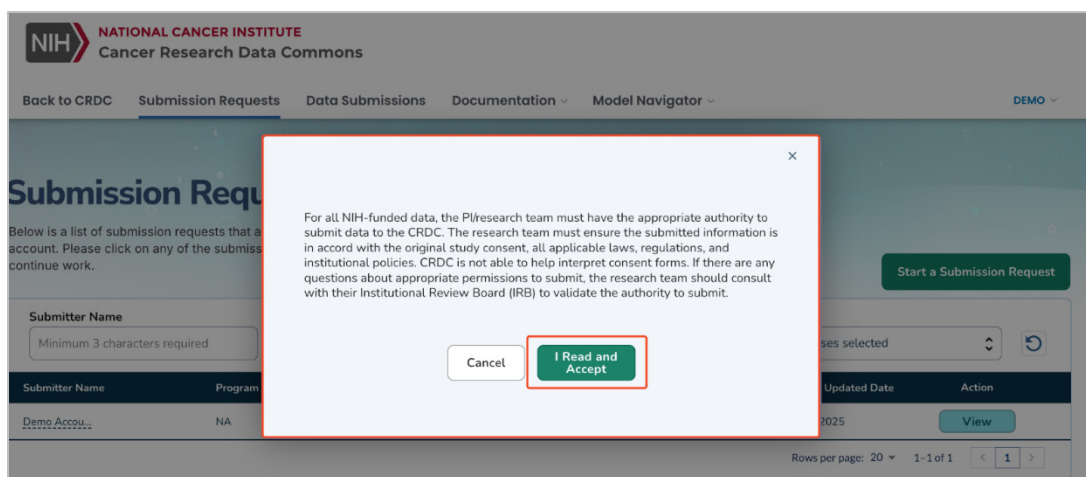


Figure 5. User Consent Required Before Submission Request

- Download and Import option:** Alternately, instead of filling out the Submission Request Form online, users may choose to download the Submission Request Form template in Excel format by clicking the **Download Template** button, as shown in Figure 4. This option allows users to:
 - Fill out required details offline** (explained in the “Features of the Offline Submission Request Form (Excel Template)” section on page 17).
 - Import** the completed Excel file into the portal, where all details will automatically populate the online Submission Request Form. See Figure 11.
 - Export:** Users can download the online form as an Excel file using the Export button. Import and Export Form options can be found on all the pages of Submission Request Form. See Figure 11.
- If you want to **Cancel** the Submission Request, click the cancel icon. A window opens to **confirm** the cancellation. See Figure 4 and Figure 6.

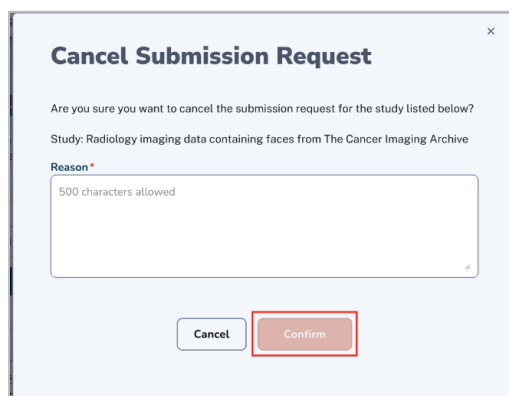


Figure 6. Confirm Cancelling Submission Request

Note: Submission Requests are automatically **deleted** after 120 days of inactivity. Notification emails are sent to Points of Contact prior to deletion.

- The Cancelled and Deleted Submission Requests can be **restored** to In Progress status by clicking on the Restore icon and confirming the action in the pop-up window. See Figures 7 and 8.

Submission Request List

Below is a list of submission requests that are associated with your account. Please click on any of the submission requests to review or continue work.

[Start a Submission Request](#)

Submitter Name	Program	Study	Status	Version	Submitted Date ↓	Last Updated Date	Action
Demo Account	NA	TRF	In Review	2.0	2/13/2025	2/14/2025	View
Demo Account	NA	NA	Deleted	1.0		9/26/2024	View Restore
Demo Account	NA	NA	Cancelled	3.0		3/10/2025	View Restore
Demo Account	NA	PILOT	In Progress	3.0		3/10/2025	View Restore submission request
Demo Account	NA	NA	Cancelled	3.0		3/10/2025	View Restore
Demo Account	NA	NA	In Progress	3.0		3/10/2025	Resume Cancel

Rows per page: 20 1-6 of 6

Figure 7. Restore Cancelled and Deleted Requests

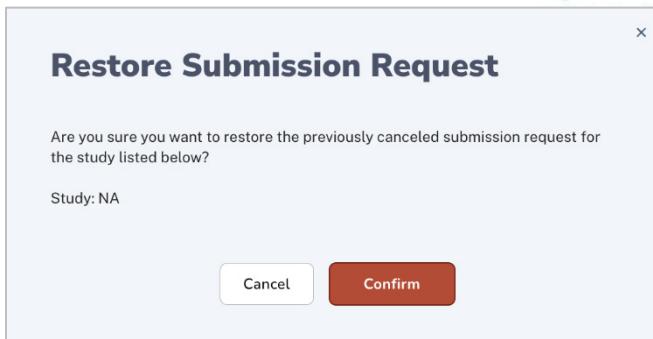


Figure 8. Confirm to Restore Submission Request

- The filters at the top of the Submission Request List table help refine your search when the list of submission requests is lengthy. By default, five statuses are selected: *New*, *In Progress*, *Submitted*, *In Review*, and *Inquired* (see Figure 9). These statuses are described in detail in the “Status Bar” section on page 7.

Submitter Name	Program	Study	Status	Version	Submitted Date
Demo Accou...	NA	TRF	In Review	2.0	2/13/2025
Demo Accou...	NA	NA	New	3.0	
Demo Accou...	NA	NA	In Progress	3.0	
Demo Accou...	NA	NA	In Progress	3.0	

Figure 9. Filters to Refine the Submission Request Search

IV. Submission Request Form Walkthrough

This walkthrough includes images from the Submission Request Form highlighting critical requested information. Note the following as you progress through 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, you are asked whether you want to cancel, save, or discard the changes. See Figure 10.

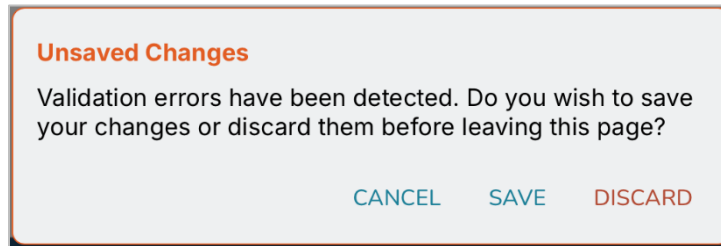


Figure 10. Unsaved Changes Message Pop-Up Window

- 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

Submission Request Form

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.

Status: NEW **Last updated:** 9/15/2025 [Full History](#)

OMB No.: 0925-7775 Expiration Date: 06/30/2025

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of participants are protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing at any time. Refusal to participate will not affect your benefits in any way. The information collected will be kept private to the extent provided by law. Names and other identifiers will not appear in any report. Information provided will be combined for all participants and reported as summaries. You are being contacted online to complete this form so that NCI can consider your study for submission into the Cancer Research Data Commons.

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-7775). Do not return the completed form to this address.

Principal Investigator and Contact

PRINCIPAL INVESTIGATOR

Provide the Principal Investigator contact information for the study or collection.

First name* **Last name***

Position* **Email***

[Import Form](#) [Export Form](#)

Figure 11. 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:

Status	Description
New	Application started, no information entered
In Progress	Form partially completed
Submitted	Form completed and submitted
In Review	Form is under review by the Submission Review Committee (SRC)
Inquired	Additional information requested by SRC
Approved/Rejected	Final decision recorded
Conditionally Approved	Approved with pending conditions that must be resolved before data submission can start
Cancelled	Cancelled by submitter
Deleted	Removed after inactivity

Table 1. Status Bar Values and Descriptions

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.

Import and Export Form options: These features allow users to either **import** a completed Submission Request Form into the portal or **export** the online form in Excel format.

Navigation Buttons

At the bottom of each page, three navigation buttons help you move between the form’s pages and save progress. You can also cancel your submission request.



Figure 12. The Save, Cancel Request or Back/Next Buttons Are at the Bottom of Each Page

Add and Remove Buttons

Add buttons (green circle with a plus sign) allow users to include multiple entries. 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.

The following navigation buttons appear at the bottom of each page:

- **Save** – Saves progress
- **Back / Next** – Moves between sections
- **Cancel Request** – Cancels the submission request

ADDITIONAL CONTACTS

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.

First name * **Last name ***

Position * **Email ***

Institution * **Phone number**

Figure 13. Remove or Add Contact Buttons are Available for Fields that Allow Additional Entries

2. Submission Request Form: Principal Investigator and Contact

The following sections describe each part of the Submission Request Form in detail.

The screenshot shows the 'Submission Request Form' page on the National Cancer Institute Cancer Research Data Commons website. The page title is 'Submission Request Form' and it includes a navigation menu with options like 'Back to CRDC', 'Submission Requests', 'Data Submissions', 'Data Explorer', 'Documentation', and 'Model Navigator'. A status bar indicates the form is 'NEW' and was last updated on 9/15/2025, with a 'Full History' button. A sidebar on the left contains a list of sections: 'Principal Investigator and Contact' (highlighted with a red box), 'Program and Study', 'Data Access and Disease', 'Data Types', 'Review and Submit', and two 'Import Form' buttons. The main content area displays the 'Principal Investigator and Contact' section, which includes a 'PRINCIPAL INVESTIGATOR' heading and a prompt to provide contact information. The form fields are: 'First name*', 'Last name*', 'Position*', 'Email*', 'ORCID' (with an example 'e.g. 0000-0001-2345-6789'), 'Institution*' (a dropdown menu), and 'Institution Address*'. A privacy notice and public reporting burden information are also visible above the form fields.

Figure 14. Page One of the Submission Request Form

This part of the form collects information about the Principal Investigator (PI) for the project, primary contact, and contact information for any additional staff who may be helping with the request and 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 institution
- **Email:** A valid email address, which will be used for communications. Please be accurate.
- **ORCID:** The Open Researcher and Contributor ID (ORCID) of the PI
- **Institution:** This field is the company or institution with which the person is associated. The dropdown list 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.

PRIMARY CONTACT

Provide the contact information for the primary contact who will be assisting with data submission, if different from PI.

Same as Principal Investigator

First name *

Last name *

Position *

Email *

Institution *

Phone number

ADDITIONAL CONTACTS

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.

[+ Add Contact](#)

[< Back](#) [Save](#) [Cancel Request](#) [Next >](#)

Figure 15. Page One of the Submission Request Form Also Collects Information on the Primary Contact

Provide the details of the person who will assist with the data submission process, if different from the PI. The Primary Contact will receive automatic email notifications related to the Submission Request and Data Submission Process. If there are multiple points of contact, please use the **Add Contact** button to add additional contacts. In case the PI is the primary contact, make sure to check the box for **Same as Principal Investigator**.

3. Submission Request Form: Program and Study

Submission Request Form

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.

Status: NEW Last updated: 9/15/2025 Full History

Program and Study

PROGRAM INFORMATION

If your study is part of a larger program, enter the program name(s) and/or organization(s) that funded this study.

Program *

Select a program

Program Title * 100 characters allowed

Program Abbreviation * 100 characters allowed

Program Description * 500 characters allowed

STUDY INFORMATION

A short description of the effort that these data have been collected for.

Study Title * 100 characters allowed

Study Abbreviation * 20 characters allowed

Study Description * 2,500 characters allowed

FUNDING AGENCY/ORGANIZATION

List the agency(s) and/or organization(s) that funded this study.

Funding Agency/Organization * Enter or select an agency/organization

Grant or Contract Number(s) * Enter Grant or Contract Number(s)

NCI Program Officer Enter NCI Program Officer

Add Agency

Figure 16. 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:** This is 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, which 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 database of Genotypes and Phenotypes (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 of 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 dropdown list, please send an inquiry email to the CRDC Help Desk (NCICRDC@mail.nih.gov).

The screenshot shows a form with three main sections:

- EXISTING PUBLICATIONS:** Includes the instruction "List existing publications associated with this study, include PubMed ID (PMID), DOI." and a green "+ Add Existing Publication" button.
- PLANNED PUBLICATIONS:** Includes the instruction "List planned publications and/or pre-prints associated with this study, if any, and the estimated publication date." and a green "+ Add Planned Publication" button.
- REPOSITORY:** Includes the instruction "Add repository if your data has been submitted to another non-CRDC repository." and a green "+ Add Repository" button.

At the bottom of the form are four buttons: "Back" (left arrow), "Save" (green), "Cancel Request" (red), and "Next" (right arrow).

Figure 17. Information About Publications and Repositories Outside of CRDC

- **Existing Publications and Planned Publications:** Neither of these are required for a Submission Request, but if you do provide publication information, some fields are required.
- **Repository:** If you plan to submit (or have already submitted) data from the same study to another repository outside of CRDC, please enter the name of that data repository here. As with Publications, this is an optional section; however, if data are deposited outside of the CRDC, providing this detail 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), Integrated Canine Data Commons (ICDC), Clinical and Translational Data Commons (CTDC) and Cancer Data Service (CDS). Read more information about [CRDC's Data Commons](#).

4. Submission Request Form: Data Access and Disease

Submission Request Form

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.

Status: NEW Last updated: N/A

Data Access and Disease

DATA ACCESS

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. This refers to how CRDC data repositories distribute scientific data to the public. The controlled-access studies are required to submit an Institutional Certification to NIH. Learn about this at <https://sharing.nih.gov/genomic-data-sharing-policy/institutional-certifications>

Access Types (Select all that apply):*

Open Access **●**

Controlled Access **●**

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

GPA Name **● [View GPA List](#)**

Enter GPA Name, if applicable

CANCER TYPES

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)

Select cancer types **Other cancer type(s) **●****

Specify other cancer type(s)

Pre-Cancer types (provide all that apply) **●**

Provide pre-cancer types

SUBJECTS/SPECIES

Species of subjects (choose all that apply) *

Select species **Other Specie(s) involved **●****

Specify all other species (max of 500 characters)

Number of subjects included in the submission *

##

Figure 18. Page Three of the Submission Request Form

This page collects information on cancer type(s), subjects and data access. If the informed consent documents associated with this dataset include restrictions on data use and access, this may be indicated on this page by selecting “controlled access.” If there are no restrictions included on the informed consent documents, you can select “open access.”

Note: Studies that have “controlled access” data will need to be registered on dbGaP prior to starting data submission to the CRDC Submission Portal. Refer to the [NIH data sharing policies and dbGaP registration instructions](#) for guidance. When the data becomes available through the CRDC, any users interested in this dataset will need to request access to the dataset through dbGaP.

Data Access Type	Description
Open Access	Data is available without restriction
Controlled Access	The informed consent documents include limitations on the research use of data.

Table 2. Data Access Types and Descriptions

The following fields capture additional details about data access and study characteristics:

- **dbGaP Registration:** If the study includes controlled access data and is already registered in dbGaP, select **Yes** and enter the PHS number in the text box. If the study has not been registered on dbGaP, refer to [instructions for registering NIH-funded studies in dbGaP](#) to complete this step.
- **GPA Name:** Provide the name of the Genomic Program Administrator (GPA) responsible for registering the study in dbGaP. This information can be found in the [Genomic Program Administrator information for dbGaP registration](#).
- **Cancer Types:** Select all applicable cancer types. If not listed, use the “Other cancer type(s)” field.
- **Subjects/Species:** Select all applicable species. If not listed, use the “Other Species involved” field. Also provide the total number of subjects.

5. Submission Request Form: Data Types

The screenshot shows the 'Submission Request Form' interface. At the top, it states: '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.' Below this, the status is 'IN PROGRESS' and it was last updated on '3/10/2025'. A 'Full History' button is visible. The 'Data Types' section is highlighted in the left sidebar. The main content area includes 'DATA DELIVERY AND RELEASE DATES' with two date pickers: 'Targeted Data Submission Delivery Date' and 'Expected Publication Date', both in MM/DD/YYYY format. Below this is the 'DATA TYPES' section, which asks to indicate the major types of data included. It lists 'Clinical', 'Proteomics', 'Genomics', and 'Imaging', each with 'No' and 'Yes' toggle buttons. There is also an 'Other Data Type(s)' field with a text input box labeled 'Other Data Types (Specify)'.

Figure 19. 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 toggles next to each option.

- **Data Delivery and Release Dates:** 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 each data type that will be included in your data submission.
 - Use **Other Data Type(s)** for data types not listed
 - Some selections (e.g., Clinical, Imaging) will display additional required fields
 - **Clinical:** Selecting this option displays additional fields describing participant data, such as demographics, treatment dates, and outcomes. Use the “Other Clinical Data Types” field for any data not listed.
 - **Imaging:** Selecting this option prompts you to indicate whether the data will be de-identified.

Provide the most accurate information available at the time of submission.

Note: All submitted data must be fully de-identified and must not contain PII or PHI, regardless of access level.

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	Enter or select an extension	Enter file count	E.g. 500 GB	

Confirm the data you plan to submit are de-identified*

Yes No

ADDITIONAL INFORMATION

Cell lines, model systems (select all that apply or neither)

Cell lines Model systems

Additional Comments or Information about this submission.

500 characters allowed

Figure 20. Page Four of the Submission Request Form Also Collects Information About File Types

- **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 to the information provided here but requests 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.
- **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.
- **Cell lines, model systems:** Indicate whether the data are from cell lines or model systems.
- **Additional Information:** Any additional information needed for the Submission Review Committee to consider.

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 completed**, the **Review and Submit** section will be available and allow you to review all information entered on a single page.

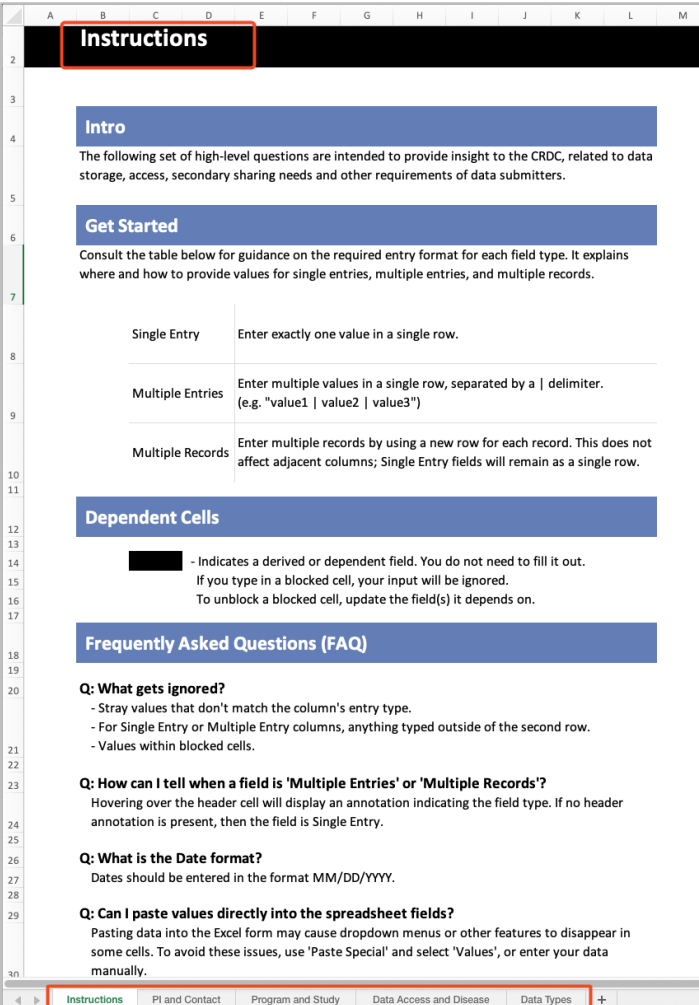
After reviewing all information, click **Submit** at the bottom of the page. This locks the form from further editing and notifies the Submission Review Committee that your request is ready for review.

V. Features of the Offline Submission Request Form (Excel Template)

The first sheet in the offline form (shown in Figure 21) provides an overview of the template and step-by-step guidance on how to complete it. We recommend that users review these instructions before entering any information. There are some fields that include controlled vocabulary dropdowns, and certain selections may activate or deactivate additional fields in the workbook.

Each subsequent sheet in the offline form corresponds to a specific page of the online Submission Request Form: PI and Contact, Program and Study, Data Access and Disease and Data Types (as described in “Submission Request Form Walkthrough” on page 6).

- Once all details are provided, save the form.
- **Import** the form using the Import Form button. See this button in Figure 11. All details from the imported form will automatically populate the online form.
- **Review** and **submit** the form on the portal.



Single Entry	Enter exactly one value in a single row.
Multiple Entries	Enter multiple values in a single row, separated by a delimiter. (e.g. "value1 value2 value3")
Multiple Records	Enter multiple records by using a new row for each record. This does not affect adjacent columns; Single Entry fields will remain as a single row.

Figure 21. Instructions to Complete the Offline Submission Request Form

VI. Check the Data Submission Portal for Updates

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. Notifications are sent via the CRDC Help Desk email (NCICRDC@mail.nih.gov).

A Submission Request application review may result in one of the following outcomes:

Outcome	Description
Accepted	Data submission may proceed through the CRDC Submission Portal. A concierge is assigned to provide support through the submission process.
Rejected	Data submission request is not accepted; alternative options should be considered.
Additional Information	Submitter is contacted for clarification before a decision is made.
Conditionally Approved	<p>The Submission Request has been approved with pending conditions that must be resolved before data submission can begin. These conditions may include:</p> <ul style="list-style-type: none"> ○ If the study contains controlled access data, it must first be registered in dbGaP. When this is completed and the user shares the dbGaP ID (PHS number) and this clears the pending condition. ○ If a data model update is required for the study, CRDC will make this evaluation and complete this update, then notify the PI when to start data submission. ○ For the imaging data, the submitter will be requested to fill out the de-identification protocol and/or Risk Mitigation form. These documents will be reviewed by the CRDC Subject Matter Experts (SMEs), and the pending condition will be cleared once it is approved.

Table 3. Submission Request Application Outcomes

The following screenshot illustrates how a conditionally approved submission request appears in the CRDC Submission Portal.

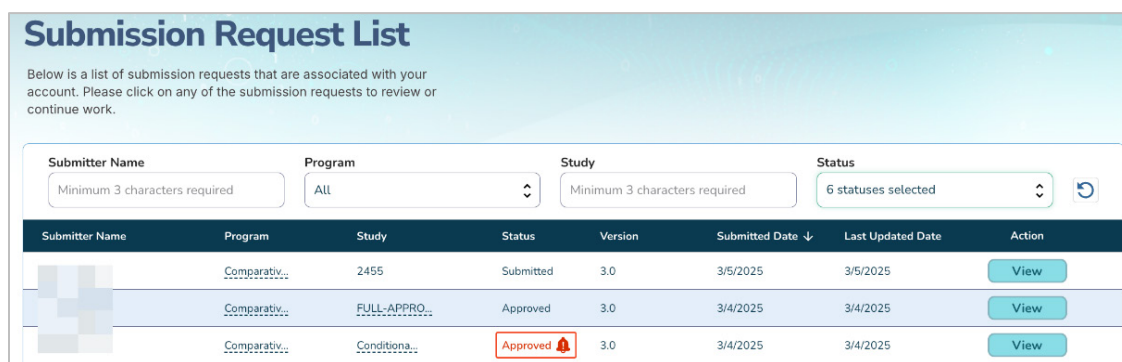


Figure 22. Conditional Approval