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).

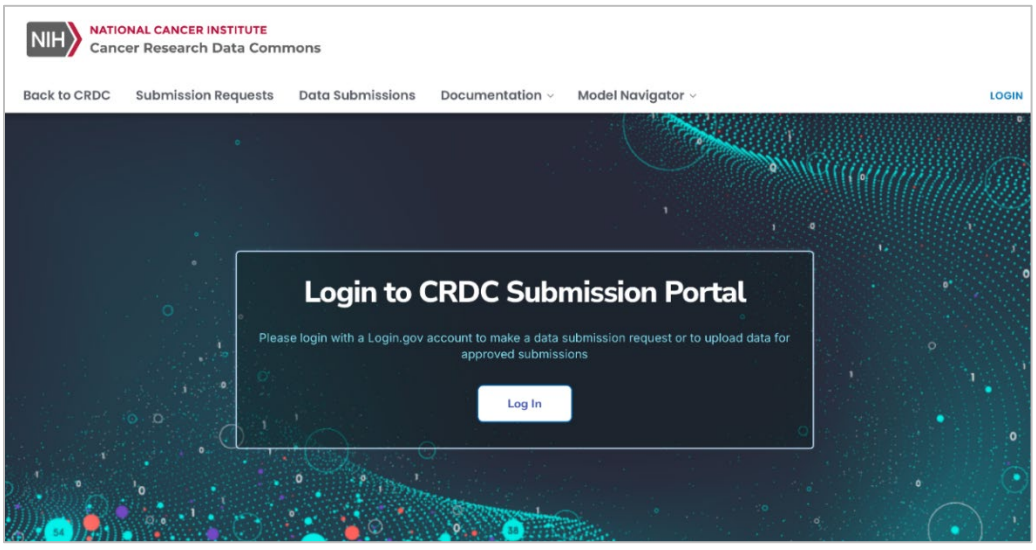


Figure 1. CRDC Submission Portal Landing Page

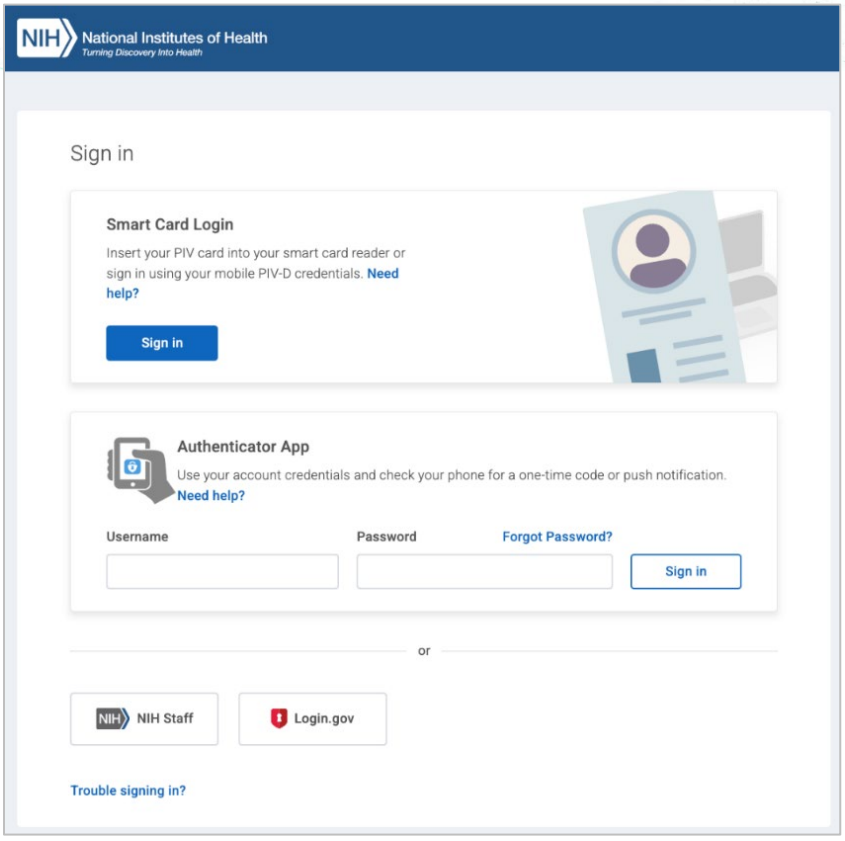


Figure 2. NIH Login Page

If you are using a Login.gov identity, you are prompted to provide consent for sharing the login information with NIH by clicking the **Grant** button.

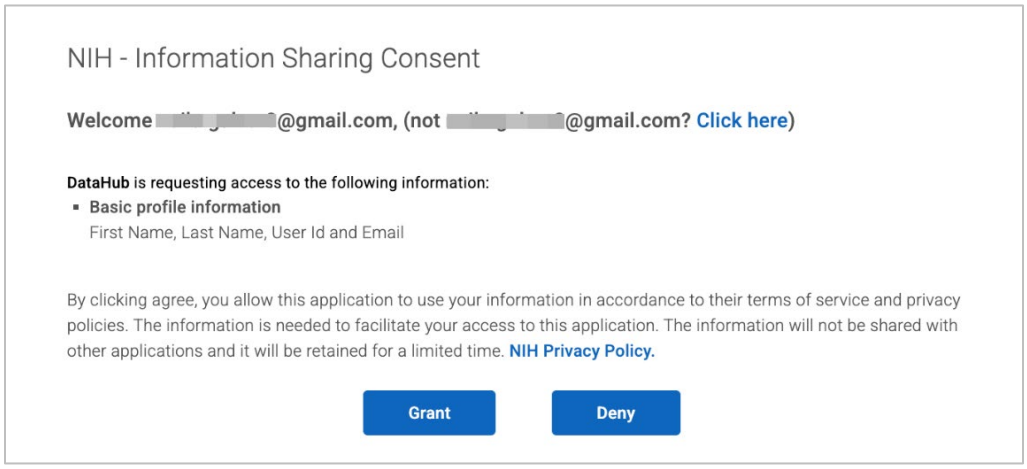


Figure 3. NIH — Information Sharing Consent: Click Grant

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.

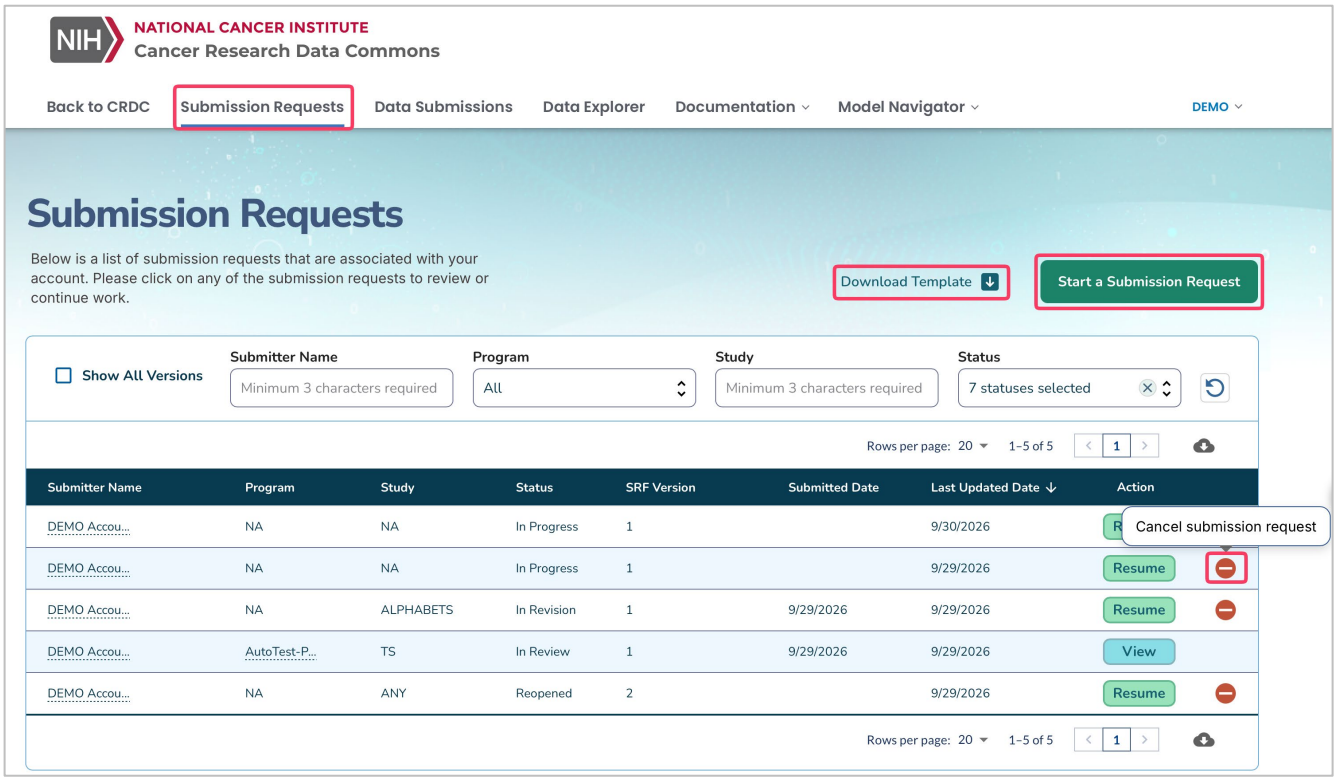


Figure 4. Submission Request List and Download Template

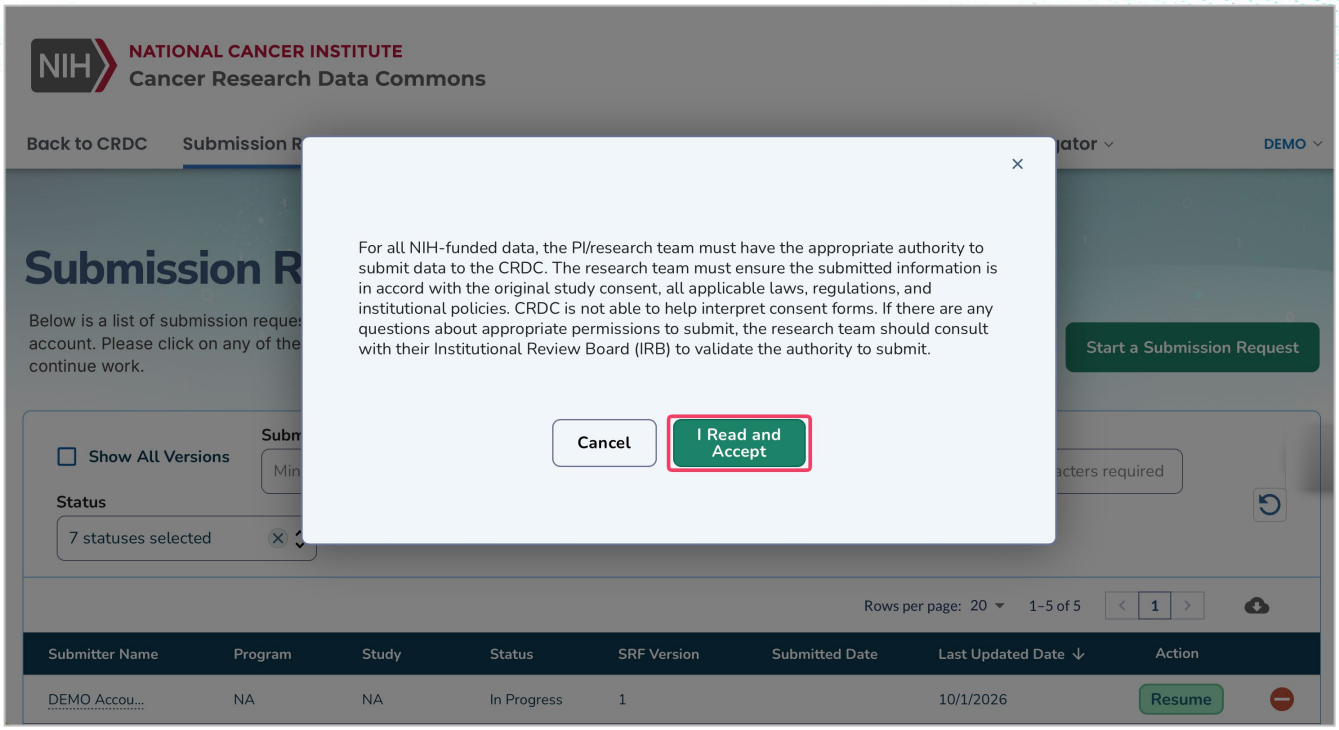


Figure 5. User Consent Required Before Submission Request

- **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 20).
  - **Import** the completed Excel file into the portal, where all details will automatically populate the online Submission Request Form. See Figure 13.
  - **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 13.
- 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.

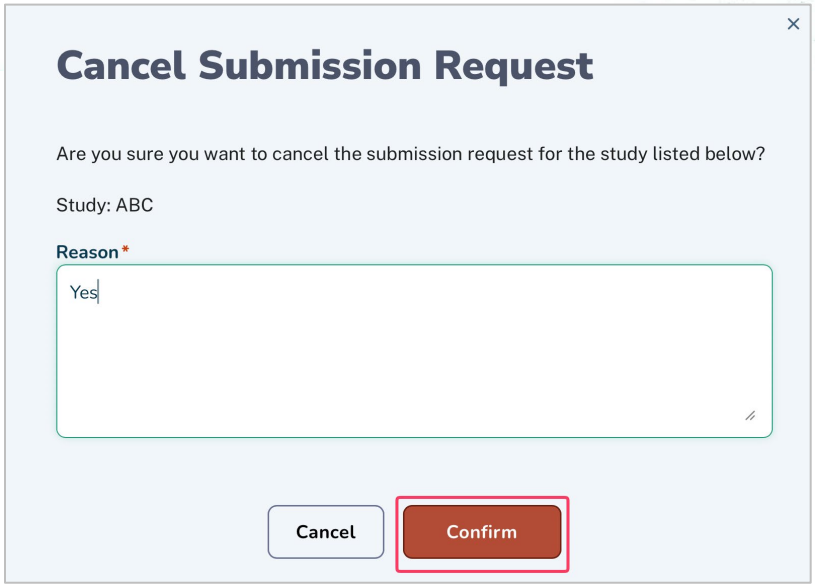


Figure 6. Confirm Cancelling Submission Request

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 Figure 7 and Figure 8.

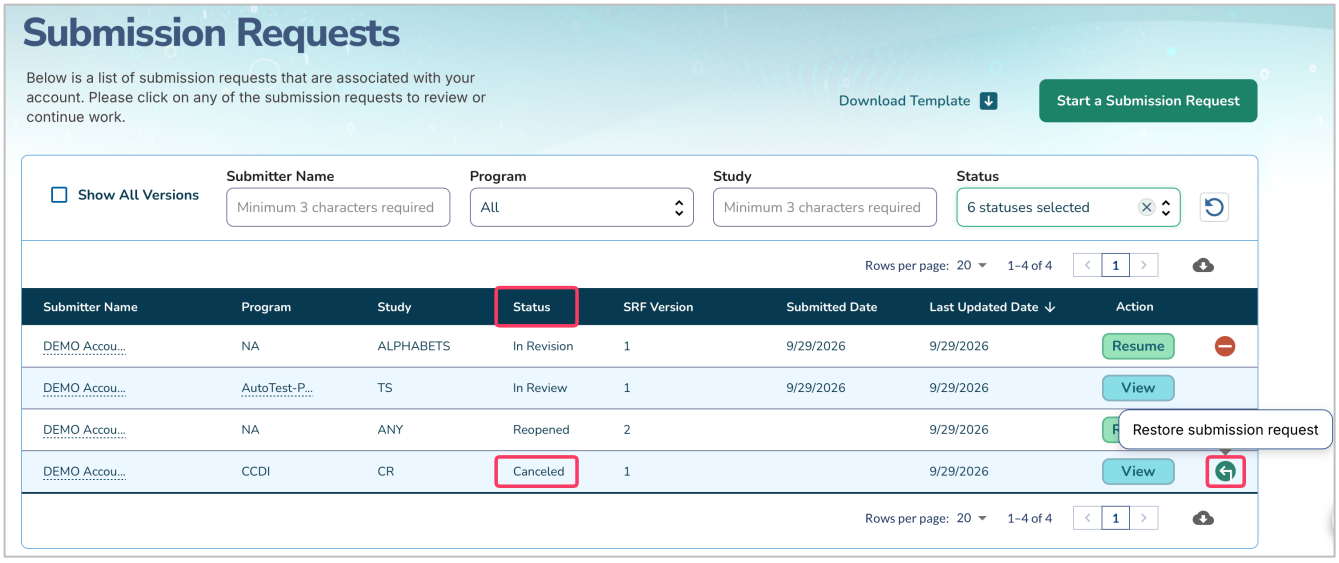


Figure 7. Restore Cancelled and Deleted Requests

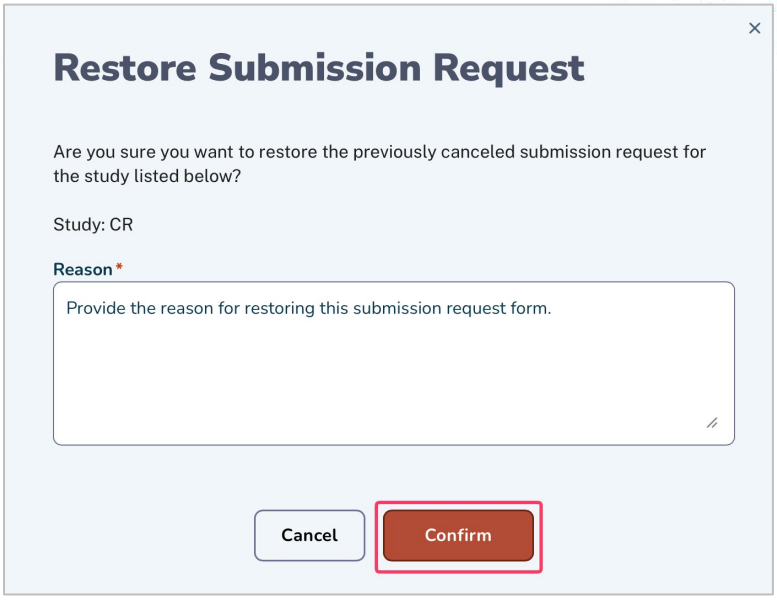


Figure 8. Confirm to Restore Submission Request

- Approved or Conditionally Approved Submission Request Forms can be **reopened** to make corrections or provide additional information. When an SRF is reopened, a new version number is assigned to distinguish it from the original SRF. By default, only the latest versions of the SRFs are listed in the SRF table. To see all versions on an SRF, select “Show All Versions.” See Figure 9.

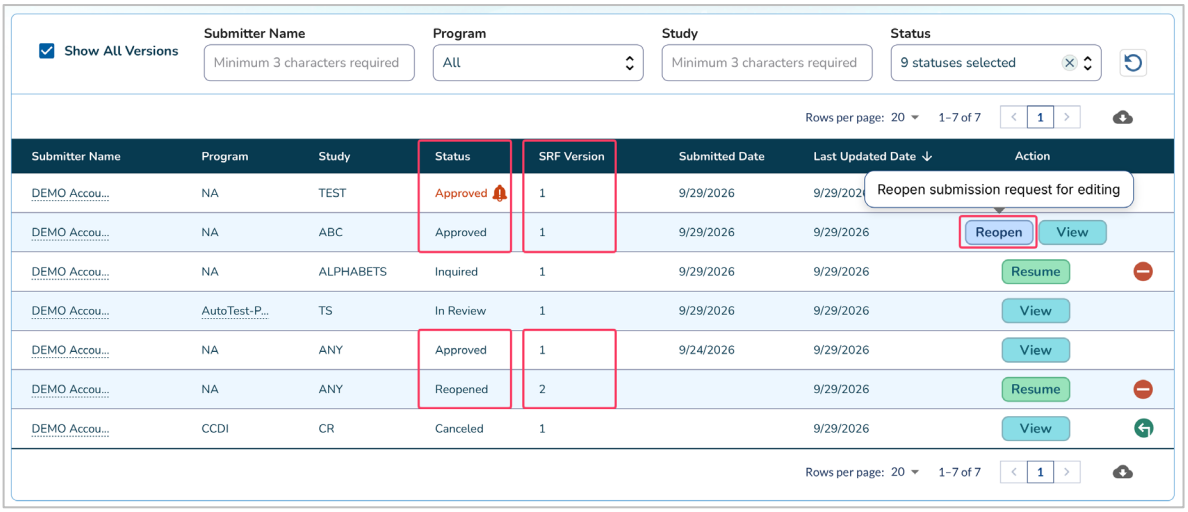


Figure 9. Reopen the Submission Request Form for Editing

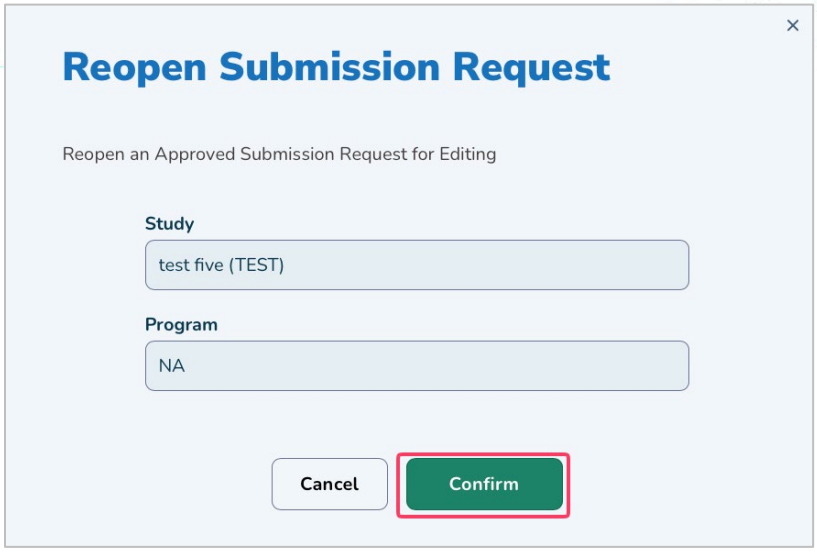


Figure 10. Confirm the Study and Program before Reopening the SRF

- 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, seven statuses are selected: *New*, *In Progress*, *Submitted*, *In Review*, *Inquired, In Revision, and Reopened* (see Figure 11). These statuses are described in detail in the "Status Bar" section on page 9.

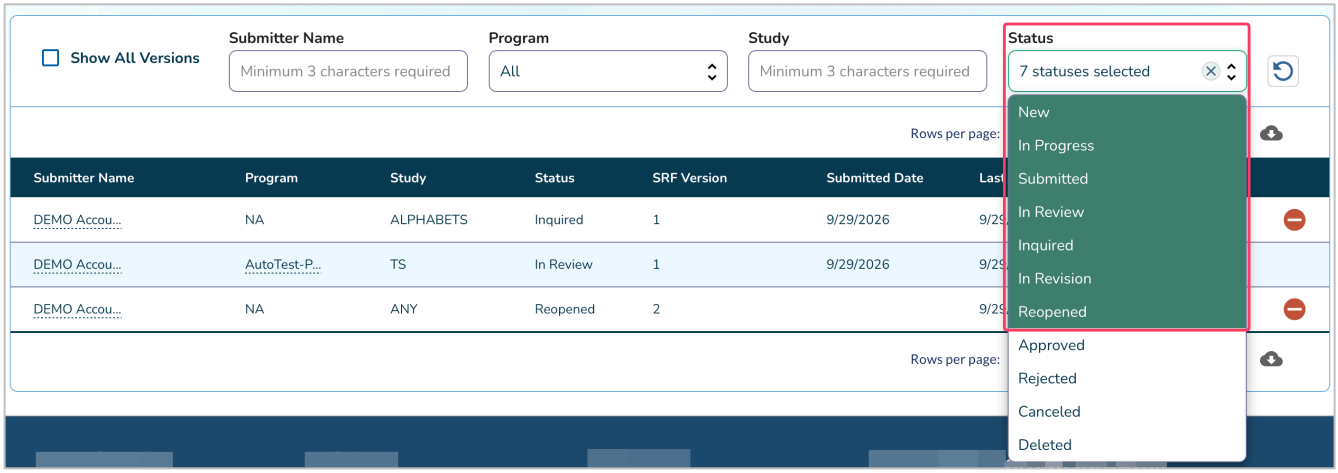


Figure 11. Filters to Refine the Submission Request Search

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 12.

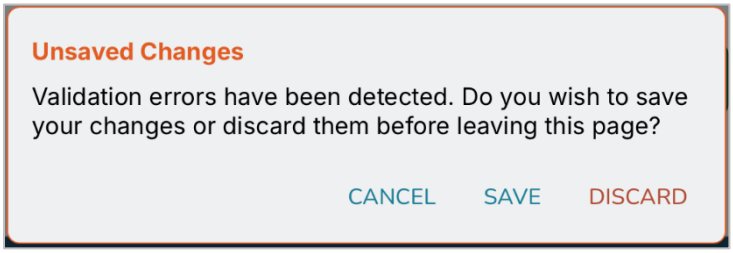


Figure 12. Unsaved Changes Message Pop-Up Window

- 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

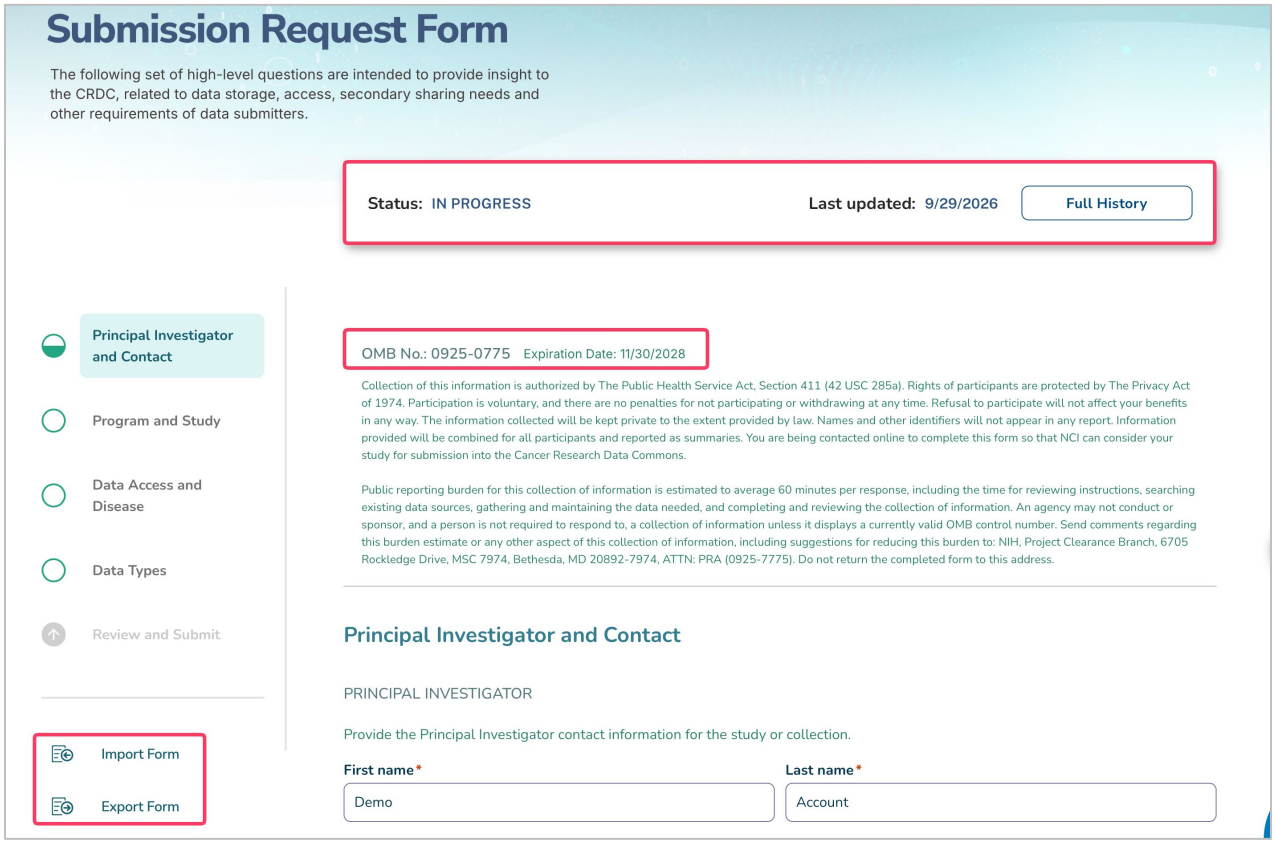


Figure 13. First Page of the Submission Request Form with Highlighted Areas to Illustrate its Features

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
In Revision	Reopened Form is under review
Reopened	Approved Form is reopened for user to update
Approved/ Conditionally Approved	Final decision recorded. Pending conditions must be resolved before data submission can start
Rejected	Submission Request is declined
Cancelled	Cancelled by submitter

Status	Description
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.

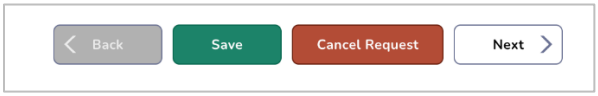


Figure 14. The Save, Cancel Request or Back/Next Buttons Are at the Bottom of Each Page

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

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. Users can choose whether the additional contacts should receive all email communications related to the submission request by selecting **Receives all email communications.** See Figure 15.

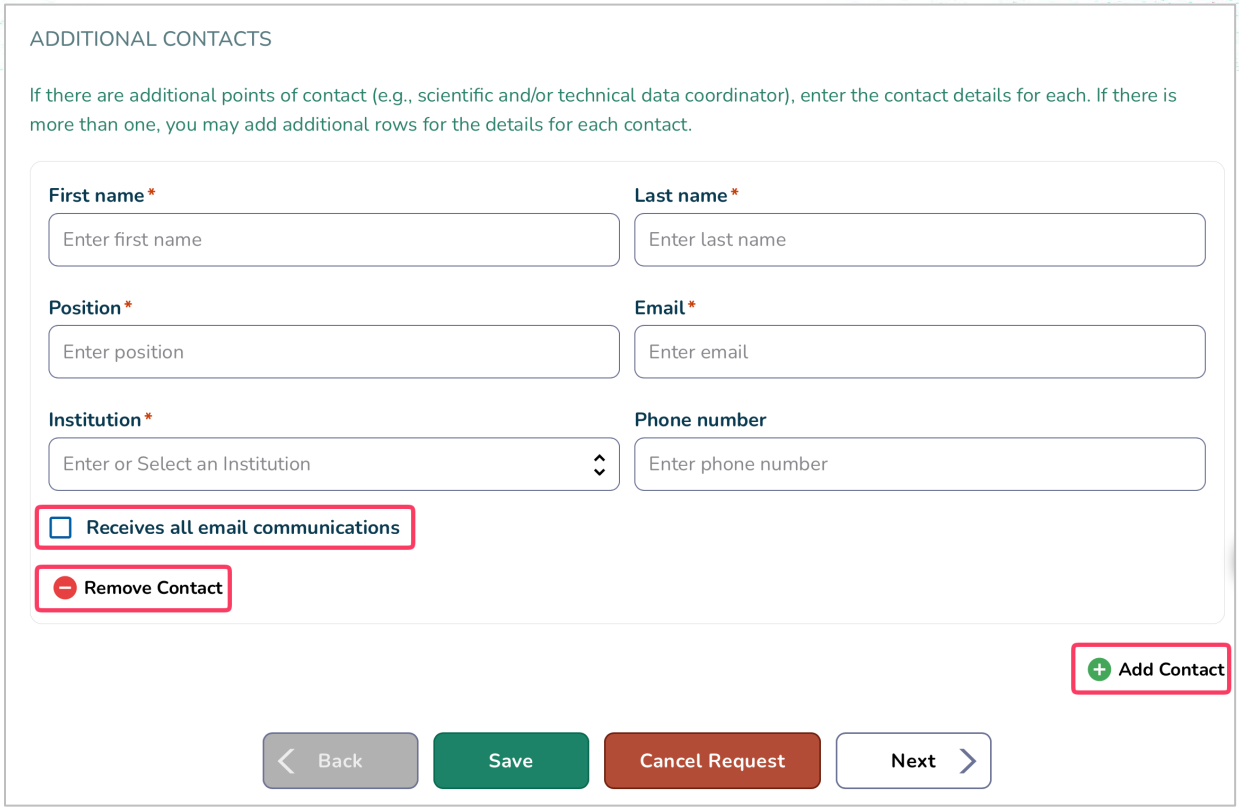


Figure 15. Remove or Add Contact Buttons are Available for Fields that Allow Additional Entries

2. Submission Request Form: Principal Investigator and Contact

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

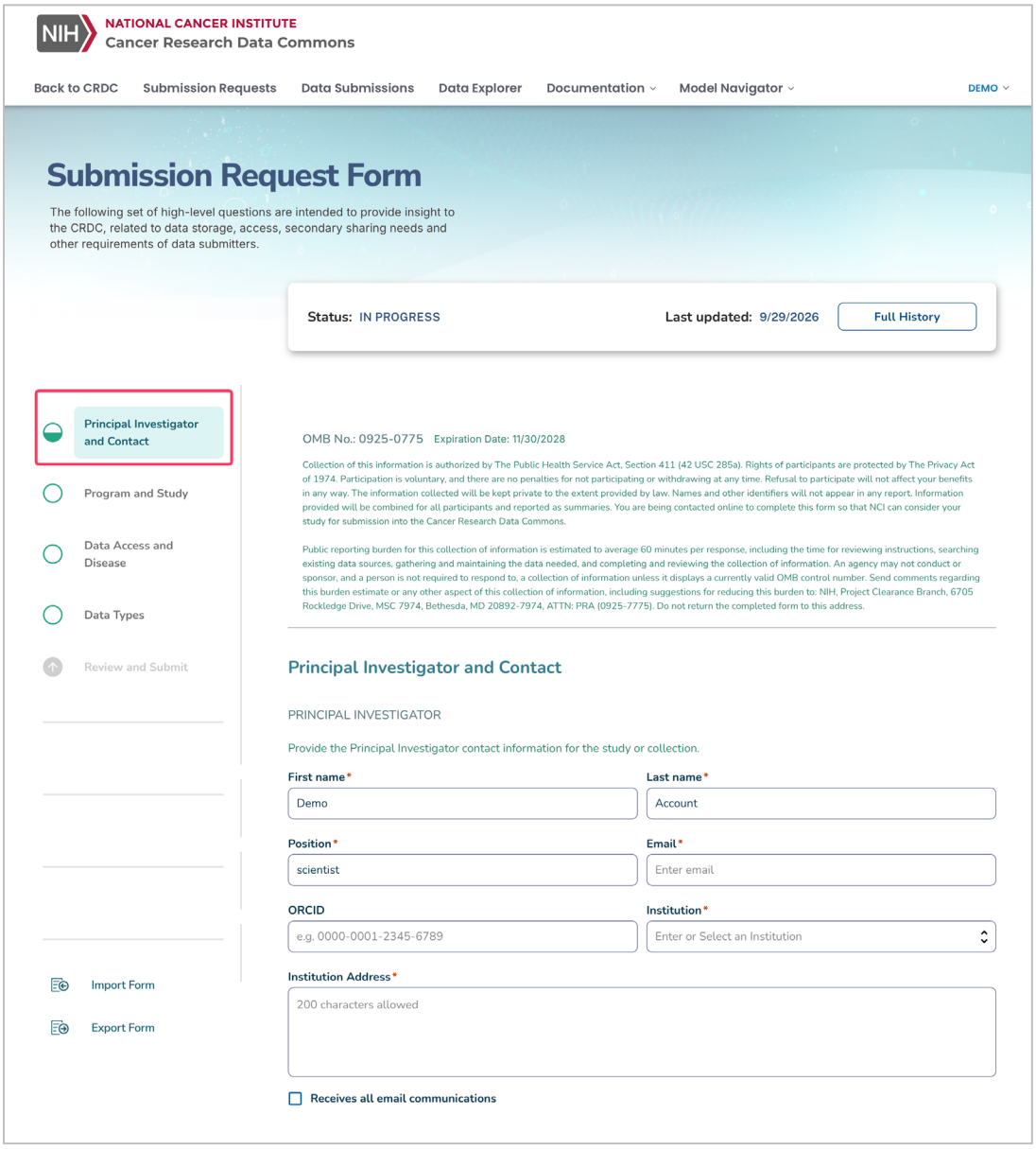


Figure 16. Page One of the Submission Request Form

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. The user can choose whether a PI should receive all email communications by selecting the **Receives all email communications**. By default, Primary Contact will receive all email communications related to the SRF.

This page has several required fields for the relevant 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.

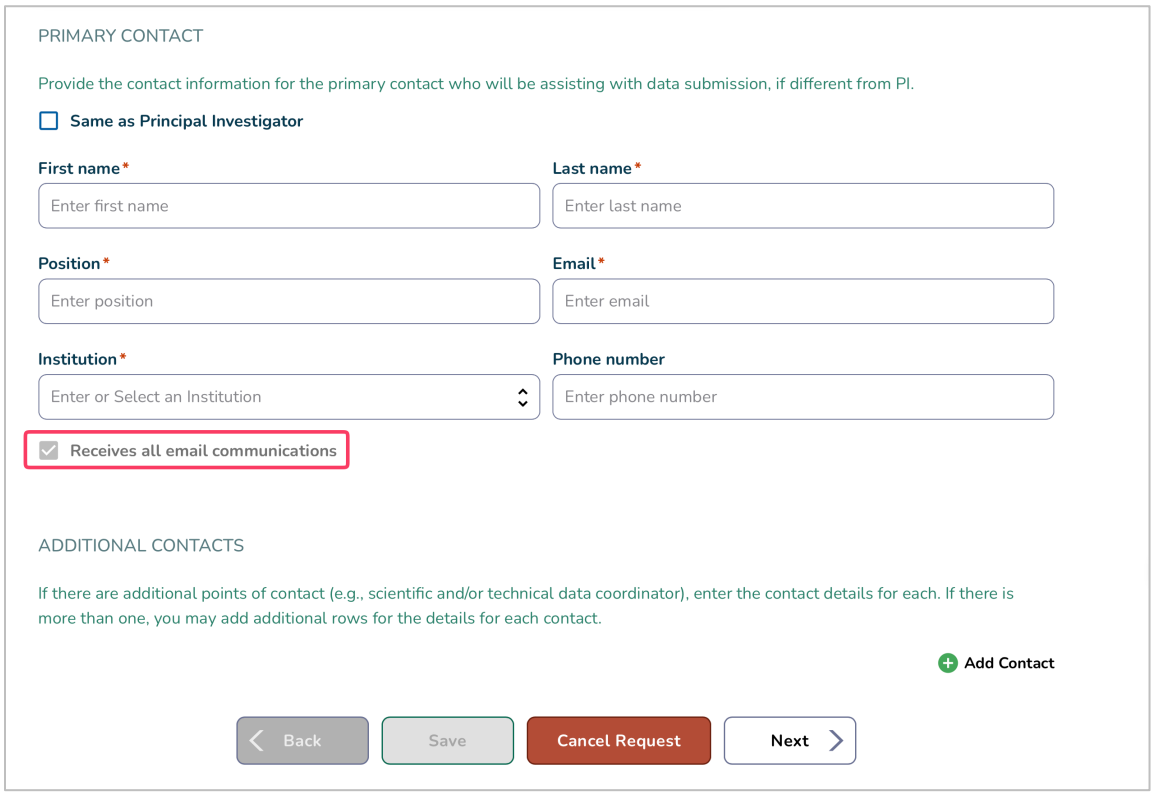


Figure 17. Page One of the Submission Request Form Also Collects Information on the Primary Contact

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

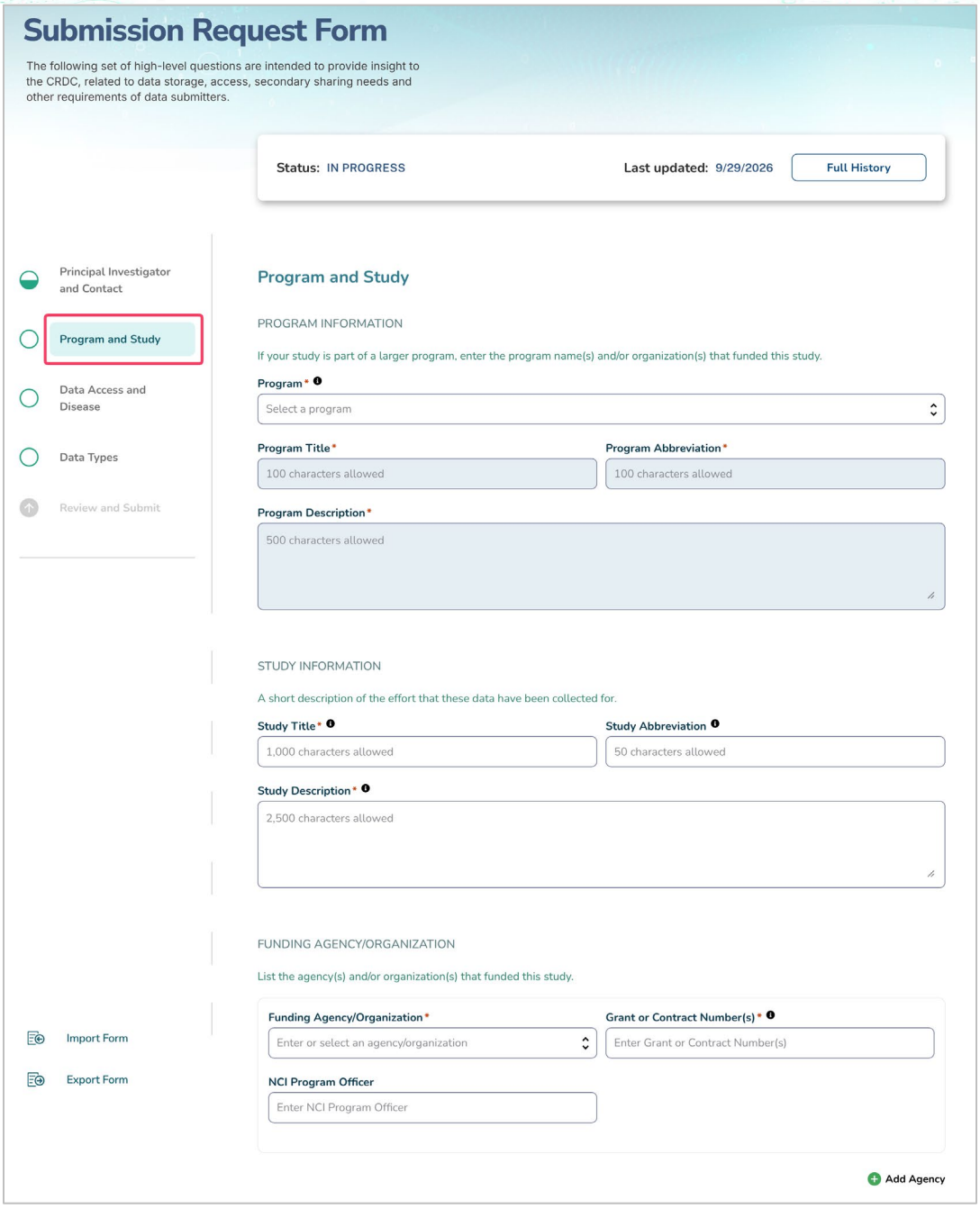


Figure 18. Page Two of the Submission Request Form

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).

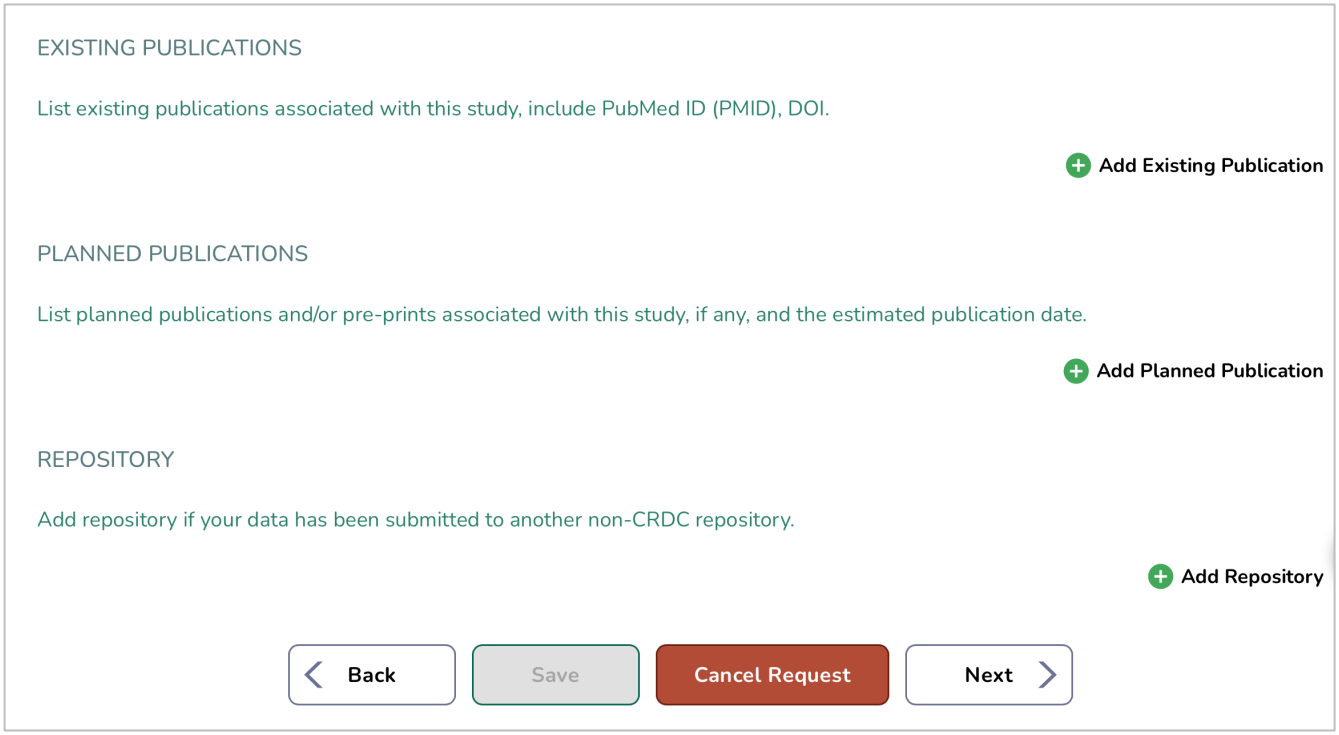


Figure 19. Information About Publications and Repositories Outside of CRDC

- **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

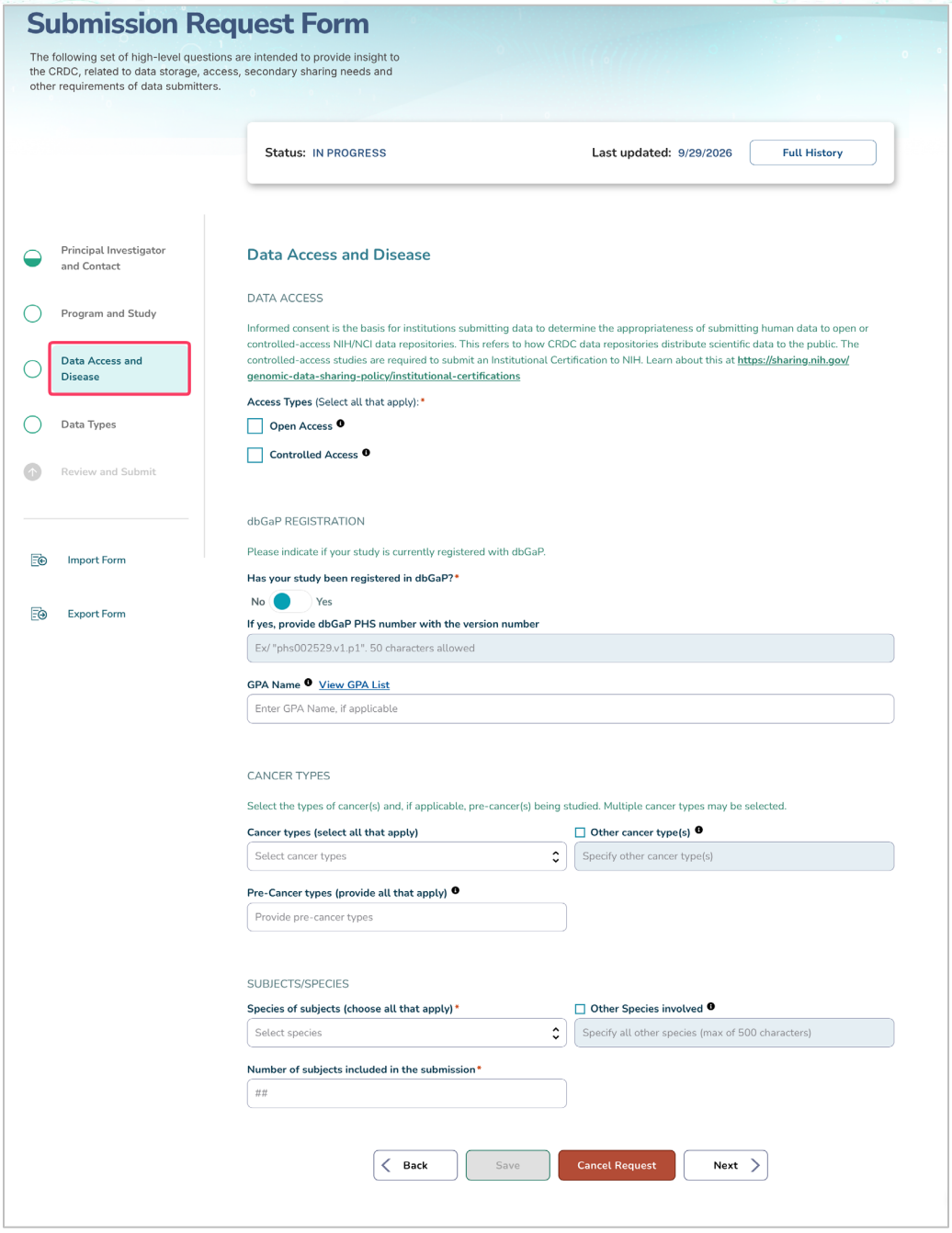


Figure 20. Page Three of the Submission Request Form

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

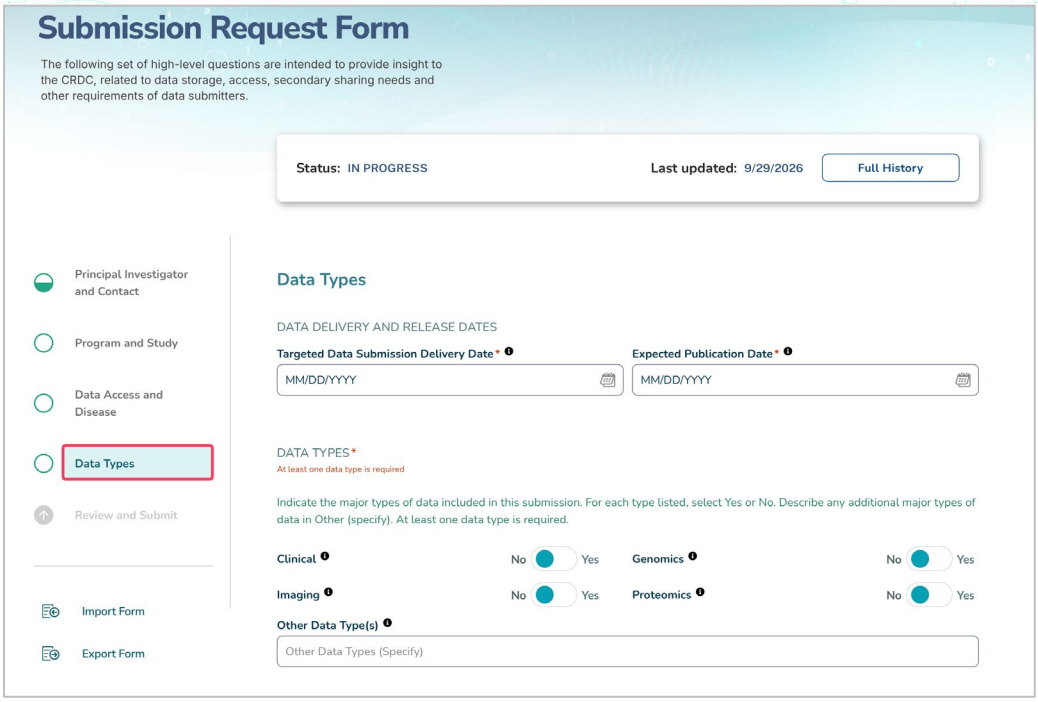


Figure 21. Page Four of the Submission Request Form

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.

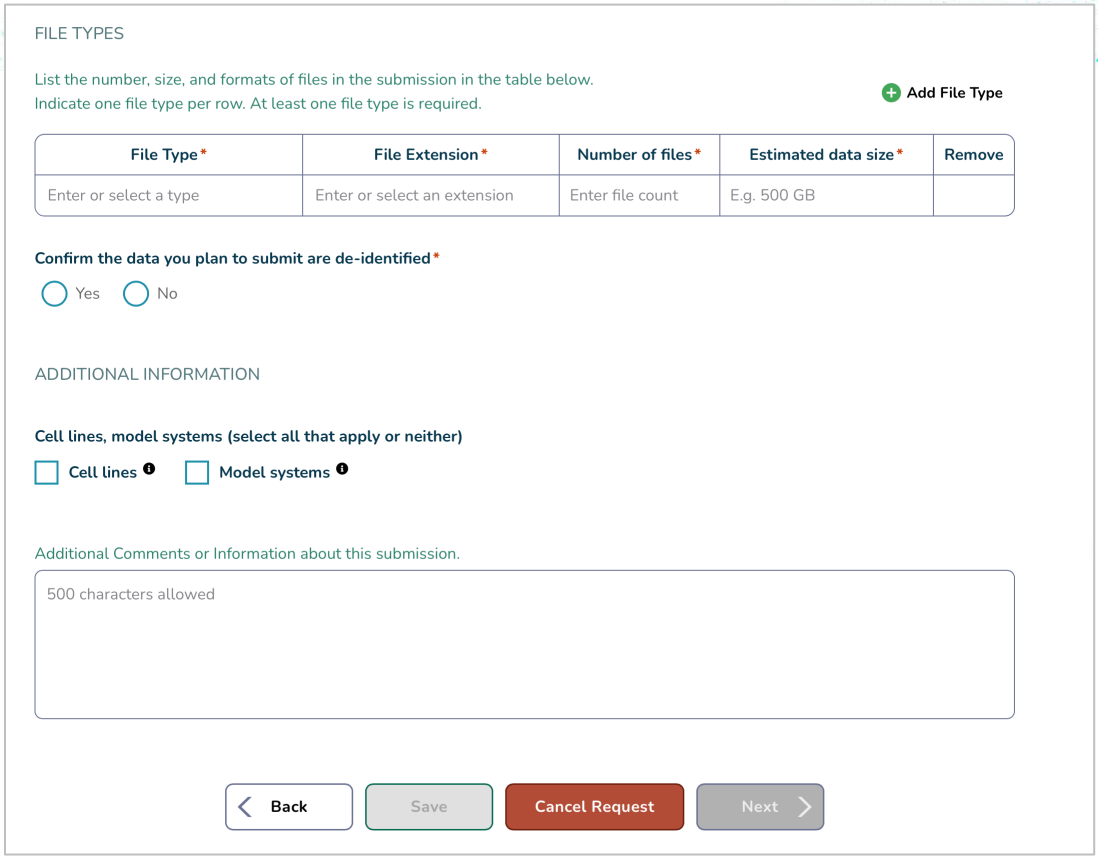


Figure 22. Page Four of the Submission Request Form Also Collects Information About File Types

- **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.

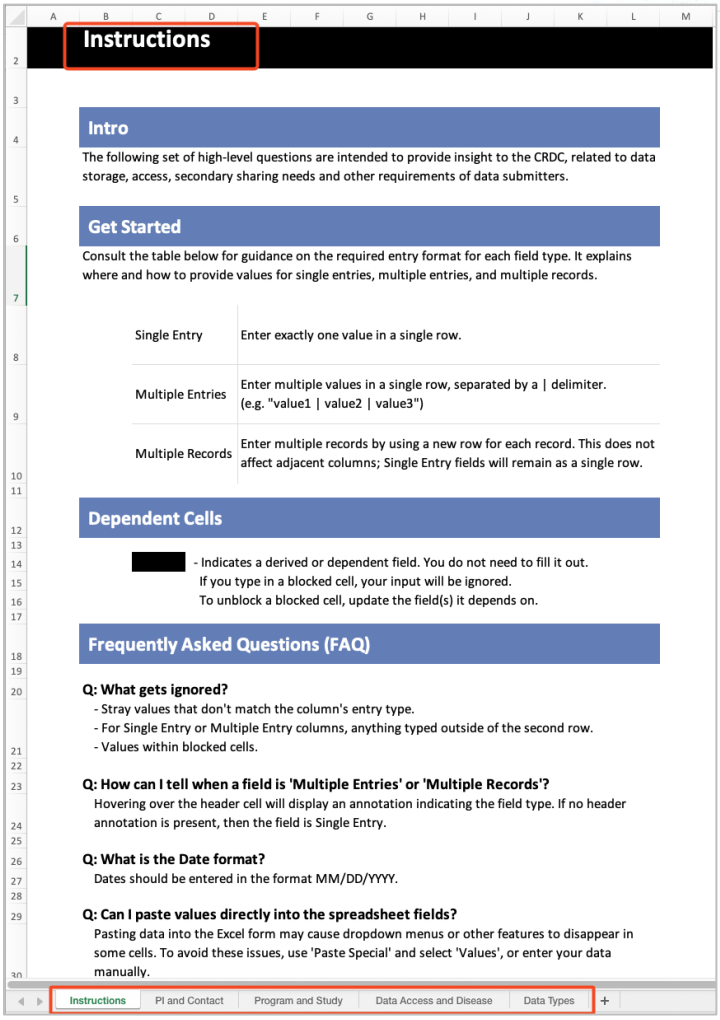
After reviewing all information, click **Submit** at the bottom of the page. This locks the form from further editing and notifies the Submission Review Committee that your request is ready for review.

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

The first sheet in the offline form (shown in Figure 23) 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 8).

- Once all details are provided, save the form.
- **Import** the form using the Import Form button. See this button in Figure 13. All details from the imported form will automatically populate the online form.
- **Review** and **submit** the form on the portal.



Instructions

Intro

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.

Get Started

Consult the table below for guidance on the required entry format for each field type. It explains where and how to provide values for single entries, multiple entries, and multiple records.

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.

Dependent Cells

- Indicates a derived or dependent field. You do not need to fill it out.
If you type in a blocked cell, your input will be ignored.
To unblock a blocked cell, update the field(s) it depends on.

Frequently Asked Questions (FAQ)

Q: What gets ignored?
- Stray values that don't match the column's entry type.
- For Single Entry or Multiple Entry columns, anything typed outside of the second row.
- Values within blocked cells.

Q: How can I tell when a field is 'Multiple Entries' or 'Multiple Records'?
Hovering over the header cell will display an annotation indicating the field type. If no header annotation is present, then the field is Single Entry.

Q: What is the Date format?
Dates should be entered in the format MM/DD/YYYY.

Q: Can I paste values directly into the spreadsheet fields?
Pasting data into the Excel form may cause dropdown menus or other features to disappear in some cells. To avoid these issues, use 'Paste Special' and select 'Values', or enter your data manually.

Instructions | PI and Contact | Program and Study | Data Access and Disease | Data Types

Figure 23. 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
Approved	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	The Submission Request has been approved with pending conditions that must be resolved before data submission can begin. These conditions may include: ○ If the study contains controlled access data, it must first be registered in dbGaP. When the user shares the dbGaP ID (PHS number), this pending condition can be cleared. ○ 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.

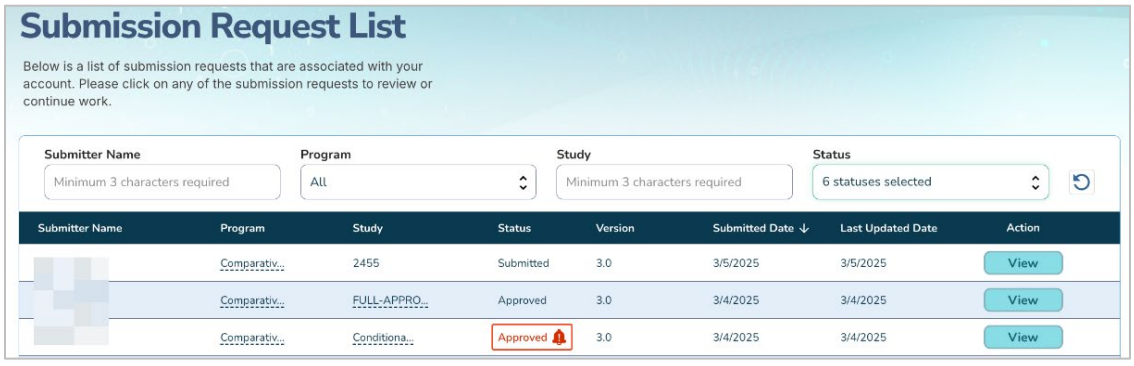


Figure 24. Conditional Approval