

Submission Request

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

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I. Introduction

This tutorial 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 Help Desk (NCICRDC@mail.nih.gov).

II. Prerequisites

The main prerequisite for completing a Submission Request 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. Users can also choose a personal email as their identifier. **Note:** NIH staff can use their PIV cards as their identity.

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

Notes:

- [Login.gov](#) requires two-factor authentication. This needs to be set up when you create the Login.gov account using the same email address.
- If you do not actively use the CRDC Submission Portal within 180 days, your access to the portal will be deactivated. To reactivate your access please contact the CRDC Help Desk (NCICRDC@mail.nih.gov).

III. Starting the Data Submission Request Application

Visit the [CRDC Submission Portal](#) and once there click **Log In** in the middle of the screen or in the upper-right corner. 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 the PIV card (NIH staff).

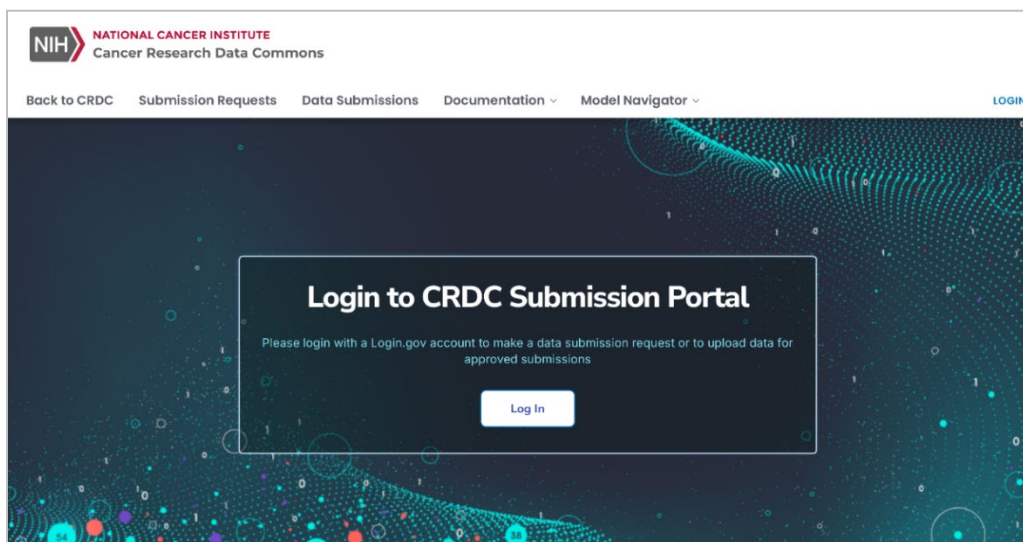


Figure 1. CRDC Submission Portal Landing Page

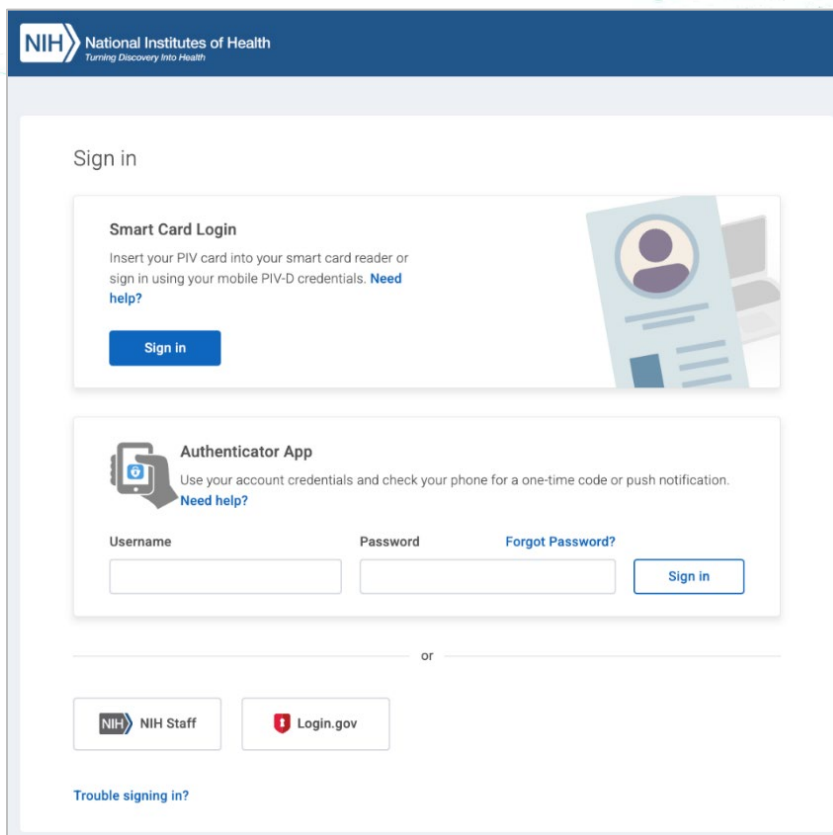


Figure 2. NIH Login Page

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

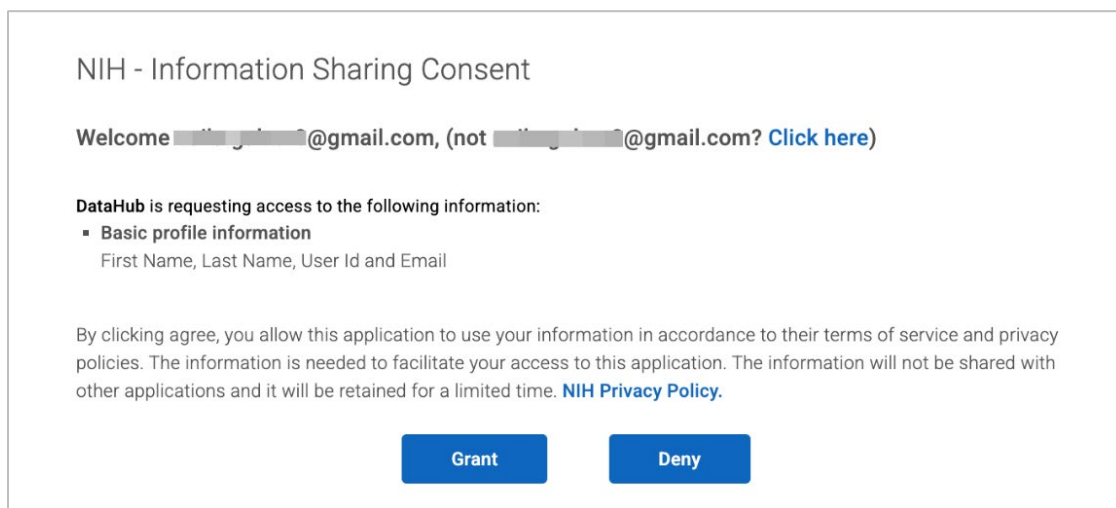


Figure 3. NIH — Information Sharing Consent: Click Grant

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.
- 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 request. See Figure 4.
- In case you want to **Cancel** the Submission Request, click on the cancel icon and a pop-up window will open to **confirm** the cancellation. See Figures 4 and 5.

NATIONAL CANCER INSTITUTE
Cancer Research Data Commons

Back to CRDC **Submission Requests** Data Submissions Documentation Model Navigator DEMO

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: Minimum 3 characters required Program: All Study: Minimum 3 characters required Status: 5 statuses selected

Submitter Name	Program	Study	Status	Version	Submitted Date	Last Updated Date	Action
Demo Accou...	NA	TRF	In Review	2.0	2/13/2025	2/14/2025	View
Demo Accou...	NA	PILOT	In Progress	3.0	3/10/2025	3/10/2025	Resume
Demo Accou...	NA	NA	In Progress	3.0	3/10/2025	3/10/2025	Cancel submission request
Demo Accou...	NA	NA	In Progress	3.0	3/10/2025	3/10/2025	Resume

Rows per page: 20 1-4 of 4

Figure 4. Submission Request List

Cancel Submission Request

Are you sure you want to cancel the submission request for the study listed below?

Study: NA

Cancel Confirm

Figure 5. Confirm Cancelling Submission Request

- Submission Requests may be automatically **Deleted** if there is no activity for 120 days. Prior to deletion, the system will send several email notifications to the Points of Contact(s) listed in the Submission Request Form.

- 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 6 and 7.

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: Minimum 3 characters required | Program: All | Study: Minimum 3 characters required | Status: 7 statuses selected

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

Rows per page: 20 | 1-6 of 6 | < 1 >

Figure 6. Restore Cancelled and Deleted Requests

Restore Submission Request

Are you sure you want to restore the previously canceled submission request for the study listed below?

Study: NA

Cancel Confirm

Figure 7. 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 8). These statuses are described in detail in Section 1 under the Status Bar.

Submitter Name: Minimum 3 characters required | Program: All | Study: Minimum 3 characters required | Status: 5 statuses selected

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	

Dropdown menu: New, In Progress, Submitted, In Review, Inquired, Approved, Rejected, Cancelled, Deleted

Figure 8. Filters to Refine the Submission Request Search

IV. Data 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.

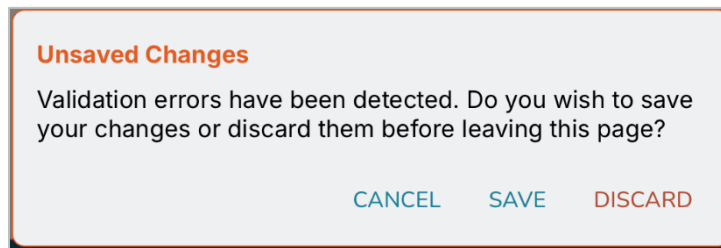


Figure 9. Unsaved Changes Message Pop-Up Window

- 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: 3/11/2025 [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 MCI 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: FRA (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.

Figure 10. 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 out and it is not completed or submitted.
- **Submitted** – The form has been completed and submitted.
- **In Review** – The form has been submitted, and the Submission Review Committee (SRC) is reviewing it.
- **Inquired** – The Submission Review Committee has requested for additional information before finalizing their decision.
- **Approved/Rejected** – The Submission Review Committee has noted their decision.
- **Conditionally Approved** – The form was approved with a pending condition that must be resolved before the submitter is able to start data submission. For example, if the study contains controlled access data, it must first be registered at the database of Genotypes and Phenotypes (dbGaP). The condition will be removed only after the study/program is registered on dbGaP and the submitter shares the dbGaP ID with the CRDC Help Desk (NCICRDC@mail.nih.gov). See Figure 11.

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.

Submitter Name	Program	Study	Status	Version	Submitted Date ↓	Last Updated Date	Action
	Comparativ...	2455	Submitted	3.0	3/5/2025	3/5/2025	View
	Comparativ...	FULL-APPRO...	Approved	3.0	3/4/2025	3/4/2025	View
	Comparativ...	Conditiona...	Approved	3.0	3/4/2025	3/4/2025	View

Figure 11. Conditional Approval

- **Cancelled** – The form has been cancelled by the submitter.
- **Deleted** – The form has been automatically deleted due 120 days of inactivity.

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.

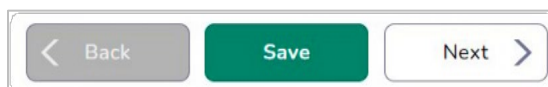


Figure 12. The Save or Back/Next Buttons Are at the Bottom of Each Page

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.

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 screenshot shows the 'Submission Request Form' interface. At the top, it features the NIH logo and 'NATIONAL CANCER INSTITUTE Cancer Research Data Commons'. A navigation bar includes links for 'Back to CRDC', 'Submission Requests', 'Data Submissions', 'Documentation', and 'Model Navigator', along with a 'DEMO' button. The main heading is 'Submission Request Form', followed by a brief description of the form's purpose. A status bar indicates 'Status: NEW', 'Last updated: 3/11/2025', and a 'Full History' button. Below this, there is a sidebar with a progress indicator and a main content area. The 'Principal Investigator and Contact' section is highlighted with a red box in the sidebar. The main content area includes OMB No. (0925-7775), Expiration Date (06/30/2025), and a privacy notice. The 'Principal Investigator and Contact' section contains a 'PRINCIPAL INVESTIGATOR' heading and a text prompt: 'Provide the Principal Investigator contact information for the study or collection.' Below this are several required fields: 'First name *', 'Last name *', 'Position *', 'Email *', 'ORCID' (with an example: 'e.g. 0000-0001-2345-6789'), 'Institution *' (a dropdown menu), and 'Institution Address *' (with a note: '200 characters allowed').

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 institutions
- **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.

The screenshot shows a form titled "PRIMARY CONTACT" with the instruction: "Provide the contact information for the primary contact who will be assisting with data submission, if different from PI." Below this is a checkbox labeled "Same as Principal Investigator". The form contains six input fields: "First name" and "Last name" (text boxes), "Position" and "Email" (text boxes), and "Institution" (a dropdown menu) and "Phone number" (text box). Below the primary contact section is an "ADDITIONAL CONTACTS" section with the 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." To the right of this section is a green "+ Add Contact" button. At the bottom of the form are three buttons: "Back" (grey), "Save" (green), and "Next" (white with a right arrow).

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: 12/4/2024 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

NCI Genomic Program Administrator
Enter GPA name, if applicable

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 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).

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 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.

Please note that while we ask for the publication date of any planned publications you may share, CRDC cannot guarantee to make the data available by that date, although we will make every effort to meet your deadline.

- **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

The screenshot shows the 'Submission Request Form' interface. At the top, it states the purpose of the 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.' The status is 'IN PROGRESS', last updated on 3/10/2025, with a 'Full History' button. The left sidebar shows navigation options: 'Principal Investigator and Contact', 'Program and Study', 'Data Access and Disease' (highlighted), 'Data Types', and 'Review and Submit'. The main content area is titled 'Data Access and Disease' and includes sections for 'DATA ACCESS', 'dbGaP REGISTRATION', 'CANCER TYPES', and 'SUBJECTS/SPECIES'. The 'DATA ACCESS' section explains informed consent and offers 'Open Access' and 'Controlled Access' options. The 'dbGaP REGISTRATION' section asks if the study is registered and provides a text box for the PHS number. The 'CANCER TYPES' section has dropdowns for 'Cancer types' and 'Pre-Cancer types', and a text box for 'Other cancer type(s)'. The 'SUBJECTS/SPECIES' section has a dropdown for 'Species of subjects' and a text box for 'Other Specie(s) involved', along with a text box for the 'Number of subjects included in the submission'.

Figure 18. Page Three of the Submission Request Form

This page collects information on cancer type(s) you want to submit and whether any of the data will require users to get permission to access it or if it is openly available to the research public. Please note that if access is controlled, CRDC requires users to apply for access at 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 options must be selected.

Note that if your controlled access data are accepted, you are required to register the study at dbGaP prior to starting data submission to the [CRDC Submission Portal](#).

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

- **Cancer Types:** You can select multiple items from the drop-down. 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

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: IN PROGRESS Last updated: 3/10/2025 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)*

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 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 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

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 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 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.

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

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 the CRDC Submission Portal. 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 CRDC Help Desk email (NCICRDC@mail.nih.gov) for additional information that the committee needs to come to a decision.