

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 a Submission Request 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 a PIV card (NIH staff).

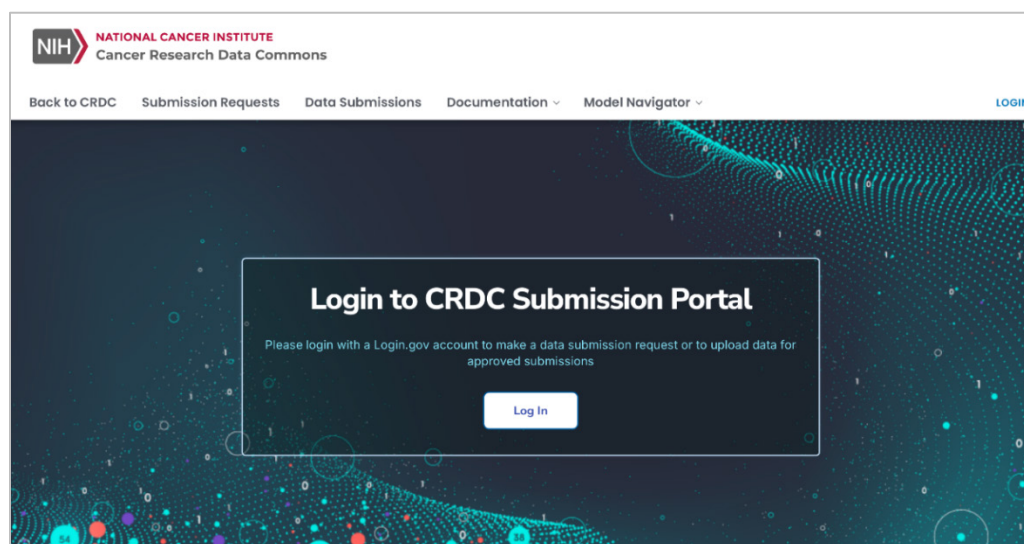


Figure 1. CRDC Submission Portal Landing Page

NIH National Institutes of Health
Turning Discovery Into Health

Sign in

Smart Card Login

Insert your PIV card into your smart card reader or sign in using your mobile PIV-D credentials. [Need help?](#)

[Sign in](#)

Authenticator App

Use your account credentials and check your phone for a one-time code or push notification. [Need help?](#)

Username Password [Forgot Password?](#)

[Sign in](#)

or

[NIH Staff](#)

[Login.gov](#)

[Trouble signing in?](#)

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.

NIH - Information Sharing Consent

Welcome [redacted]@gmail.com, (not [redacted]@gmail.com? [Click here](#))

DataHub is requesting access to the following information:

- Basic profile information
 - First Name, Last Name, User Id and Email

By clicking agree, you allow this application to use your information in accordance to their terms of service and privacy policies. The information is needed to facilitate your access to this application. The information will not be shared with other applications and it will be retained for a limited time. [NIH Privacy Policy](#).

[Grant](#) [Deny](#)

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.

NIH NATIONAL CANCER INSTITUTE Cancer Research Data Commons

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

Submission Requests

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.

[Download Template](#) [Start a Submission Request](#)

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

Rows per page: 20 1-4 of 4

Submitter Name	Program	Study	Status	Version	Submitted Date	Last Updated Date	Action
Demo Accou...	NA	Phase I Tr...	Submitted	3.0	12/2/2025	12/2/2025	View
Demo Accou...	NA	Test the S...	Submitted	3.0	12/2/2025	12/2/2025	Cancel submission request
Demo Accou...	NA	NA	In Progress	3.0	12/2/2025	12/2/2025	Resume
Demo Accou...	NA	NA	In Progress	3.0	12/2/2025	12/2/2025	Resume

Rows per page: 20 1-4 of 4

Figure 4. Submission Request List and Download Template

NIH NATIONAL CANCER INSTITUTE Cancer Research Data Commons

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

Submission Request

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: Minimum 3 characters required Program: NA

Submitter Name: Demo Accou... Program: NA

Rows per page: 20 1-1 of 1

For all NIH-funded data, the PI/research team must have the appropriate authority to submit data to the CRDC. The research team must ensure the submitted information is in accord with the original study consent, all applicable laws, regulations, and institutional policies. CRDC is not able to help interpret consent forms. If there are any questions about appropriate permissions to submit, the research team should consult with their Institutional Review Board (IRB) to validate the authority to submit.

[Cancel](#) [I Read and Accept](#)

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 the required details of the form (explained in "Offline Submission Request Form (Excel Template)" on page 19) offline.
 - **Import** the completed Excel file back into the portal, where all details will automatically populate the online Submission Request Form. See Figure 11 on page 7.
 - **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 on page 7.
- In case 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

- 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 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 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 Restore submission request
Demo Accou...	NA	NA	Canceled	3.0		3/10/2025	View Restore submission request
Demo Accou...	NA	PILOT	In Progress	3.0		3/10/2025	View Restore submission request
Demo Accou...	NA	NA	Canceled	3.0		3/10/2025	View Restore submission request
Demo Accou...	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

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 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	

New
In Progress
Submitted
In Review
Inquired
Approved
Rejected
Canceled
Deleted

Figure 9. 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. See Figure 10.

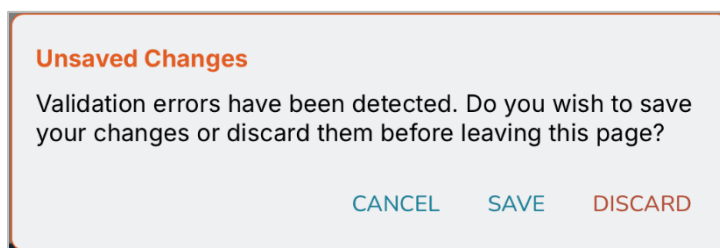


Figure 10. Unsaved Changes Message Pop-Up Window

- 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

The screenshot displays the 'Submission Request Form' interface. At the top, a light blue header contains the title and a brief description. Below this, a 'Status Bar' is highlighted with a red box, showing 'Status: NEW', 'Last updated: 9/15/2025', and a 'Full History' button. To the left, a vertical navigation menu lists sections: 'Principal Investigator and Contact' (selected), 'Program and Study', 'Data Access and Disease', 'Data Types', and 'Review and Submit'. Below the menu, a red box highlights the 'Import Form' and 'Export Form' buttons. The main content area shows the 'OMB No.: 0925-7775' and 'Expiration Date: 06/30/2025' highlighted with a red box. Below this is a paragraph of text regarding the collection of information and a public reporting burden. The 'Principal Investigator and Contact' section is titled, followed by a 'PRINCIPAL INVESTIGATOR' heading and a prompt to provide contact information. Below this are four input fields: 'First name *', 'Last name *', 'Position *', and 'Email *'.

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:

- **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. The conditions can be:
 - If the study contains controlled access data, it must first be registered at the database of Genotypes and Phenotypes (dbGaP).

- If a data model update is required for the study, the update must be completed before the data submission can begin.
- For the controlled access study, the name of the Genomic Program Administrator (GPA) was not provided for.

The condition will be removed only after the study/program is registered on dbGaP. The submitter provides the dbGaP ID, and the GPA's name is provided to the CRDC Help Desk (NCICRDC@mail.nih.gov). Once the required data model is completed, the CRDC Team will notify the PI once updates are in place. See Figure 12.

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.

Filters: Submitter Name (Minimum 3 characters required), Program (All), Study (Minimum 3 characters required), Status (6 statuses selected)

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

Figure 12. 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.

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.

Navigation buttons: < Back Save Cancel Request Next >

Figure 13. The Save, Cancel Request 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* Enter first name	Last name* Enter last name
Position* Enter position	Email* Enter email
Institution* Enter or Select an Institution	Phone number Enter phone number

Remove Contact

Add Contact

< Back Save Cancel Request Next >

Figure 14. 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' for the National Cancer Institute Cancer Research Data Commons. The page is titled 'Submission Request Form' and includes 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 status is 'NEW' and it was last updated on 9/15/2025. A 'Full History' button is available. The form is divided into sections: 'Principal Investigator and Contact' (highlighted with a red box), 'Program and Study', 'Data Access and Disease', 'Data Types', and 'Review and Submit'. The 'Principal Investigator and Contact' section includes a sidebar with 'Import Form' buttons and a main area with the following fields: 'First name*', 'Last name*', 'Position*', 'Email*', 'ORCID' (with example 'e.g. 0000-0001-2345-6789'), 'Institution*' (a dropdown menu), and 'Institution Address*'. The form also includes OMB No.: 0925-7775, Expiration Date: 06/30/2025, and a privacy notice.

National Cancer Institute
Cancer Research Data Commons

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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*

ORCID Institution*

e.g. 0000-0001-2345-6789

Institution Address*

Figure 15. 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 web form titled "PRIMARY CONTACT". Below the title is a subtitle: "Provide the contact information for the primary contact who will be assisting with data submission, if different from PI." There is a checkbox labeled "Same as Principal Investigator". Below this are six input fields arranged in two columns: "First name" and "Last name" (both with asterisks), "Position" and "Email" (both with asterisks), and "Institution" (with an asterisk and a dropdown arrow) and "Phone number". Below these fields is a section titled "ADDITIONAL CONTACTS" with a subtitle: "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 button with a plus icon and the text "Add Contact". At the bottom of the form are four buttons: "Back" (grey), "Save" (green), "Cancel Request" (red), and "Next" (blue with a right arrow).

Figure 16. 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

The screenshot displays the 'Submission Request Form' interface. At the top, a header bar contains the title 'Submission Request Form' and a descriptive paragraph. Below this, a status bar shows 'Status: NEW', 'Last updated: 9/15/2025', and a 'Full History' button. A left-hand navigation menu lists several sections: 'Principal Investigator and Contact', 'Program and Study' (highlighted with a red box), 'Data Access and Disease', 'Data Types', 'Review and Submit', 'Import Form', and 'Export Form'. The main content area is titled 'Program and Study' and is divided into three sections: 'PROGRAM INFORMATION', 'STUDY INFORMATION', and 'FUNDING AGENCY/ORGANIZATION'. The 'PROGRAM INFORMATION' section includes a dropdown for 'Program', text boxes for 'Program Title' and 'Program Abbreviation' (both with 100 character limits), and a large text area for 'Program Description' (500 character limit). The 'STUDY INFORMATION' section includes text boxes for 'Study Title' and 'Study Abbreviation' (with 100 and 20 character limits respectively), and a large text area for 'Study Description' (2,500 character limit). The 'FUNDING AGENCY/ORGANIZATION' section includes a dropdown for 'Funding Agency/Organization', a text box for 'Grant or Contract Number(s)', and a text box for 'NCI Program Officer'. An 'Add Agency' button is located at the bottom right of the form.

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 17. 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).

The screenshot shows a web form with three main sections, each with a title, a descriptive instruction, and an 'Add' button:

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

At the bottom of the form are four navigation buttons: "< Back" (disabled), "Save" (green), "Cancel Request" (red), and "Next >" (disabled).

Figure 18. 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

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](#)

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 *

##

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

Figure 19. 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 one of the following:
 - **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.
- **GPA Name:** Provide the name of the Genomic Program Administrator for the study registered in dbGaP. You may either select the GPA name from the drop-down menu or type the name directly.
- **Cancer Types:** You can select multiple items from the dropdown list. 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 dropdown list. If you cannot find the species in the dropdown 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' with a status of 'IN PROGRESS' and a last update of '3/10/2025'. The 'Data Types' section is highlighted in the left sidebar. The main content area includes 'DATA DELIVERY AND RELEASE DATES' with fields for 'Targeted Data Submission Delivery Date' and 'Expected Publication Date', both with MM/DD/YYYY format guides. Below this is the 'DATA TYPES' section, which includes instructions to indicate major types of data and select Yes/No for each. The types listed are Clinical, Proteomics, Genomics, and Imaging, each with a 'No' (selected) and 'Yes' slider. There is also an 'Other Data Type(s)' field with a text input box labeled 'Other Data Types (Specify)'.

Figure 20. 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

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

Figure 21. 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 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. Features of the Offline Submission Request Form (Excel Template)

- **Instructions Tab:** The first sheet in the offline form (shown in Figure 22) 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 “Data Submission Request Form Walkthrough” on page 6).
- Once all details are provided. Save the form.
- **Import** the form using the Import Form button. See that button in Figure 11 on page 7. 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.

Navigation tabs: Instructions | PI and Contact | Program and Study | Data Access and Disease | Data Types

Figure 22. 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.

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.