

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 at 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).

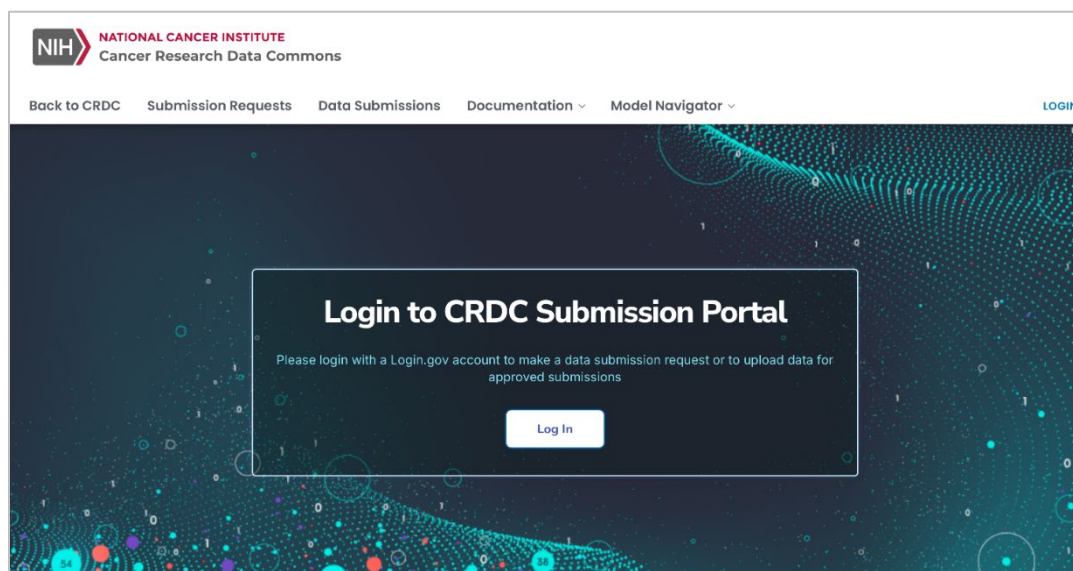


Figure 1. CRDC Submission Portal Landing Page

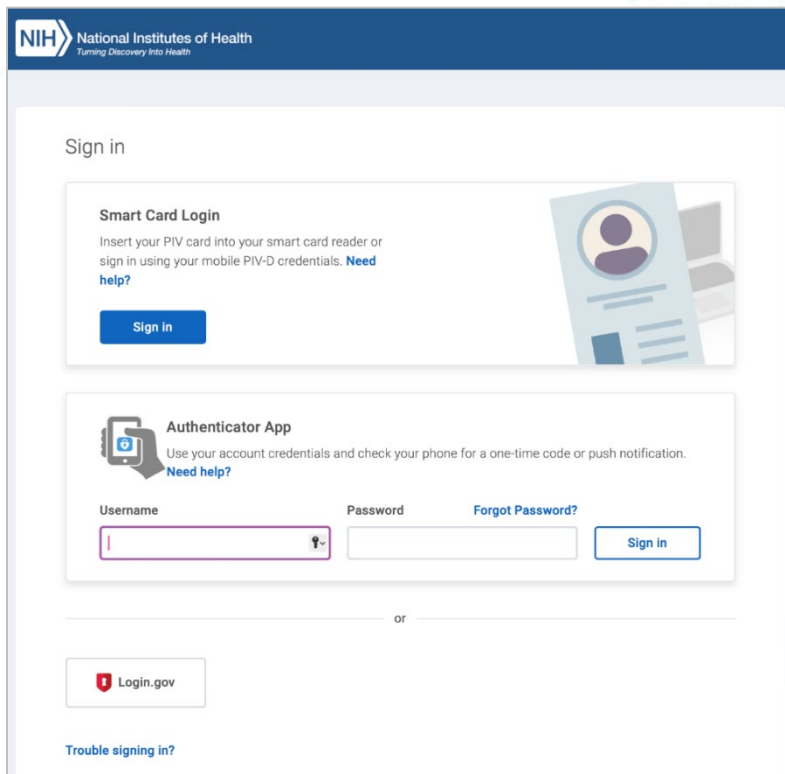


Figure 2. NIH Login Page

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

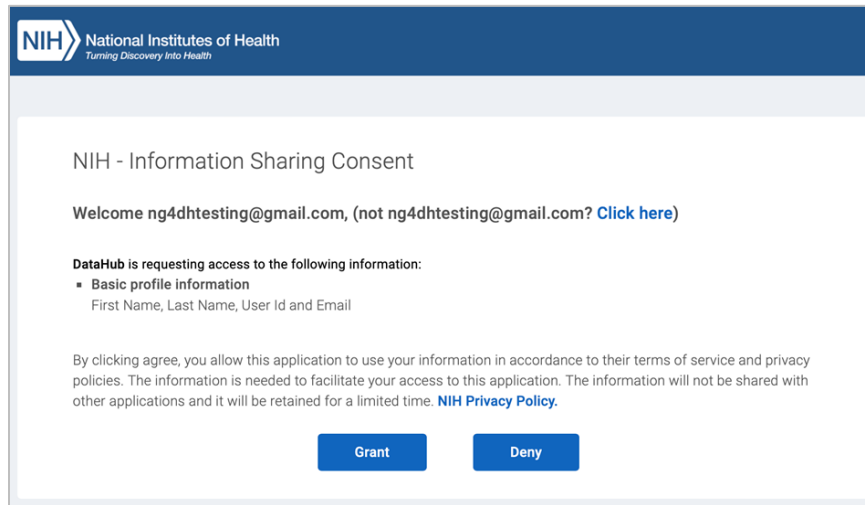


Figure 3. NIH — Information Sharing Consent: Click Grant

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

- To start a new request, click the **Start a Submission Request** button immediately above the table on the right side. See Figure 4.
- 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.

The screenshot displays the NIH Cancer Research Data Commons interface. At the top, the NIH logo and 'NATIONAL CANCER INSTITUTE Cancer Research Data Commons' are visible. A navigation bar includes 'Back to CRDC', 'Submission Requests' (highlighted with a red box), 'Data Submissions', 'Documentation', and 'Model Navigator'. A 'DEMO' dropdown is on the right. Below the navigation, the heading 'Submission Request List' is followed by a brief instruction. A green 'Start a Submission Request' button is on the right. The main content is a table with the following data:

Submitter Name	Organization	Study	Program	Status	Submitted Date ↓	Last Updated Date	Action
Demo Account	FNL	RF	NA	Submitted	11/8/2024 2:54 PM	11/8/2024 2:54 PM	View
Demo Account	FNL	NA	NA	New		12/4/2024 12:56 PM	Resume (highlighted with a red box)

At the bottom right of the table, it says 'Rows per page: 10' and '1-2 of 2' with navigation arrows.

Figure 4. Submission Request List

IV. Data Submission Request Form Walkthrough

This walkthrough includes images from the Submission Request Form highlighting critical requested information. Note 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.

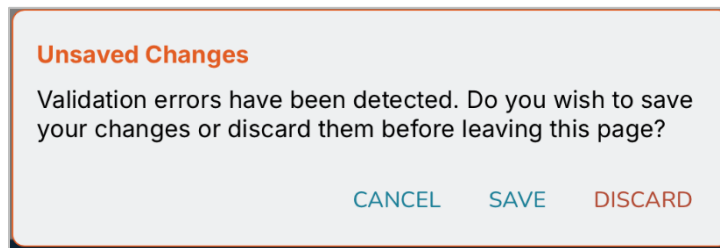


Figure 5. Unsaved Changes Message Pop-Up Window

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

1. Features of the Submission Request Form

Status Bar

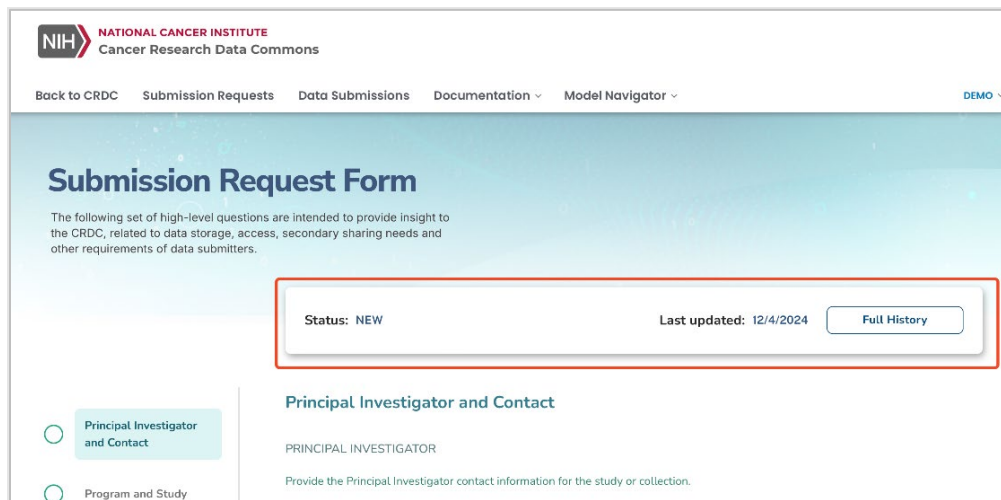


Figure 6. First Page of the Submission Request Form with Highlighted Areas to Illustrate its Features

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

- **New** – Application is started but no information has been entered.
- **In Progress** – The form is partially filled 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.

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

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

Navigation Buttons

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

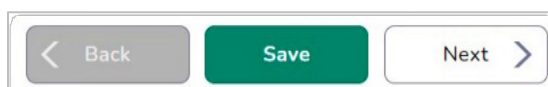


Figure 7. The Save or Back/Next Buttons Are at the Bottom of Each Page

Add and Remove Buttons

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

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 * <input type="text" value="Enter first name"/>	Last name * <input type="text" value="Enter last name"/>
Position * <input type="text" value="Enter position"/>	Email * <input type="text" value="Enter email"/>
Institution * <input type="text" value="Enter or Select an Institution"/>	Phone number <input type="text" value="Enter phone number"/>

- Remove Contact

+ Add Contact

Figure 8. Remove or Add Contact Buttons are Available for Fields that Allow Additional Entries

2. Submission Request Form: Principal Investigator and Contact

NATIONAL CANCER INSTITUTE
Cancer Research Data Commons

Back to CRDC Submission Requests Data Submissions Documentation Model Navigator DEMO

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

Principal Investigator and Contact

PRINCIPAL INVESTIGATOR

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

First name * **Last name ***

Position * **Email ***

Institution *

Institution Address *

Principal Investigator and Contact

Program and Study

Data Access and Disease

Data Types

Review and Submit

Figure 9. 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.
- **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.

3. Submission Request Form: Program and Study

The screenshot shows the 'Submission Request Form' interface. At the top, it indicates the status is 'NEW', last updated on 12/4/2024, and has a 'Full History' button. A sidebar on the left contains navigation links: 'Principal Investigator and Contact', 'Program and Study' (highlighted with a red box), 'Data Access and Disease', 'Data Types', and 'Review and Submit'. 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 text area for 'Program Description' (500 character limit). The 'STUDY INFORMATION' section includes text boxes for 'Study Title' (100 character limit) and 'Study Abbreviation' (20 character limit), and a 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 text boxes for 'NCI Program Officer' and 'NCI Genomic Program Administrator'. An 'Add Agency' button is located at the bottom right of the form.

Figure 10. Page Two of the Submission Request Form

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

- **Program Information:** 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 NCICRDC@mail.nih.gov.

dbGaP REGISTRATION

Please indicate if your study is currently registered with dbGaP.

Has your study been registered in dbGaP?*

No Yes

If yes, provide dbGaP PHS number with the version number

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

EXISTING PUBLICATIONS

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

[+ Add Existing Publication](#)

PLANNED PUBLICATIONS

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

[+ Add Planned Publication](#)

REPOSITORY

Add repository if your data has been submitted to another repository

[+ Add Repository](#)

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

Figure 11. dbGaP Information is Gathered on the Second Page of the Form, Along with Information About Publications and Repositories Outside of CRDC

- **dbGaP Registration:** If you have already registered with dbGaP, 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.

Note that dbGaP registration is not required for a Submission Request. However, it will be required if your controlled-access data are accepted for submission to the 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:** This section collects information about other data repositories outside of the CRDC that contain information from the same study. As with Publications, this is an optional section; however, if data are deposited outside of the CRDC, providing this is useful to the Data Submission 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), and the Integrated Canine Data Commons (ICDC). The Clinical and Translational Data Commons (CTDC) will be live in late 2024. Read more information about [CRDC's Data Commons](#).

4. Submission Request Form: Data Access and Disease

The screenshot shows the 'Submission Request Form' for the National Cancer Institute Cancer Research Data Commons. The page is titled 'Submission Request Form' and includes a sidebar with navigation options: 'Principal Investigator and Contact', 'Program and Study', 'Data Access and Disease' (highlighted with a red box), 'Data Types', and 'Review and Submit'. The main content area is titled 'Data Access and Disease' and contains several sections: 'DATA ACCESS' with a text block explaining informed consent and a link to the genomic data sharing policy; 'Access Types' with checkboxes for 'Open Access' and 'Controlled Access'; 'CANCER TYPES' with a text block explaining the selection process and input fields for 'Cancer types (select all that apply)', 'Pre-Cancer types (provide all that apply)', and 'Other cancer type(s)'; 'SUBJECTS/SPECIES' with a text block explaining the selection process and input fields for 'Species of subjects (choose all that apply)', 'Other Specie(s) involved', and 'Number of subjects included in the submission'. The form also includes a status bar at the top right showing 'Status: NEW', 'Last updated: 12/4/2024', and a 'Full History' button. At the bottom, there are 'Back', 'Save', and 'Next' buttons.

Figure 12. 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 as part of the data submission process.

- **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

The screenshot shows the 'Submission Request Form' for the National Cancer Institute Cancer Research Data Commons. The page is titled 'Submission Request Form' and includes a navigation menu with 'Back to CRDC', 'Submission Requests', 'Data Submissions', 'Documentation', and 'Model Navigator'. The status is 'NEW' and it was last updated on 12/4/2024. The 'Data Types' section is highlighted with a red box. It includes a sidebar with navigation options: 'Principal Investigator and Contact', 'Program and Study', 'Data Access and Disease', 'Data Types', and 'Review and Submit'. The main content area for 'Data Types' includes 'DATA DELIVERY AND RELEASE DATES' with fields for 'Targeted Data Submission Delivery Date' and 'Expected Publication Date'. Below this is the 'DATA TYPES*' section, which asks to indicate the major types of data included in the submission. It features four categories: 'Clinical', 'Proteomics', 'Genomics', and 'Imaging', each with a 'No' and 'Yes' toggle. There is also an 'Other Data Type(s)' field with a text input box.

Figure 13. Page Four of the Submission Request Form

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

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

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

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

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	

ADDITIONAL INFORMATION

Additional Comments or Information about this submission.

500 characters allowed

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

Cell lines Model systems

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

Yes No

< Back
Save
Next >

Figure 14. Page Four of the Submission Request Also Collects Information About File Types Through Dropdown Menus

- **Additional Information:** Any additional information needed for the Submission Review Committee to consider.
- **Cell lines, Model Systems:** Indicate whether the data are from cell lines or model systems.
- **Confirm the data you plan to submit are de-identified:** Select **Yes** or **No**.
 - Note that this de-identification attestation pertains to all data that will be submitted.
 - This means that all identifiers used in the study cannot be traced back to an individual and that the submission will be free of all Personally Identifiable Information (PII) or Protected Health Information (PHI).
 - Even for studies that will be placed under controlled access, there must not be any information that would allow the identification of a participant.

6. Submission Request Form: Review and Submit

This section is locked until all required fields have been completed in the previous sections. **When all required fields have been 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 and notify the Submission Review Committee that your request is ready for review. **This locks the form from further editing** and sends emails to all the contacts, letting them know that the request has been submitted.

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