NDAR Data Sharing Checklist

Public Website - http://ndar.nih.gov
NDAR Portal - http://ndarportal.nih.gov
Need help? NDARhelp@mail.nih.gov

Follow these steps to submit data to NDAR:

❒ **1. Read the NDAR Policy.**

❒ **2. Complete required agreements.**
The Data Submission Agreement must be signed by two parties: the principal investigator and an NIH-recognized business official from the affiliated institution.

❒ **3. Request an NDAR account to submit data.**
NDAR account requests are reviewed and typically approved within 3-5 days.
- a) Go to http://ndarportal.nih.gov and click the "Signup" link in the login section.
- b) Complete the required fields.
- c) Check the "Create NDAR Collection" privilege under the Account Privileges section
- d) Upload a .pdf file of the completed and signed Data Submission Agreement under "Administrative Files."

❒ **4. Create an NDAR Collection.**
Each data submission must have a corresponding NDAR Collection – a virtual container for research data.
- a) Log in to your account and click the "Create a Collection" link (Collection Details).
- b) Complete the required fields.
- c) Under "Administrative Files," select your Data Submission Agreement from the list and click the "Associate File" button. (This file should have been uploaded to your Account.)

❒ **5. Define data structures.**
Each data submission must have a corresponding data structure published in the NDAR Data Dictionary.
- a) To define a genomics experiment, use the Genomics Experiment Definition (GED) Tool described on the NDAR website.
- b) For imaging data, use the Imaging Submission Tool described on the NDAR website.
- c) For all other data types, go to the list of NDAR Standards on the NDAR Web site.
- d) If your local data structure is **already published**, use the NDAR Data Structure Mapping Instructions to map your local data structure to the one published in the NDAR Data Dictionary.
- e) If your local data structure is **not yet published**, use the NDAR Data Structure Definition Template to define and document your data structure.
- f) Send completed files to NDARHelp@mail.nih.gov.

❒ **6. Generate GUIDs.**
Each data submission must use the secure Global Unique Identifier (GUID) as the subject ID. GUIDs are generated at the research site using custom client software provided by NDAR free of charge.
- a) Request the GUID client software through your NDAR account at http://ndarportal.nih.gov.
- b) Install and test the GUID software according to the instructions in the GUID Manual.
- c) Generate GUIDs for each research participant and copy them into your data collection.

❒ **7. Validate data.**
Each data submission must pass validation through the NDAR Validation Tool.
- a) Run the data through the NDAR Validation Tool at http://ndarportal.nih.gov.
- b) Review the error report and correct the research data. Validate the data again until it passes.
- c) Create a Submission Package (.txt "ticket" file and a zip file of data) when the data passes validation.

❒ **8. Submit data.**
- a) Click on the "Submit Data" button in the NDAR Portal (Data Submission Guide)
- b) Click on the "Launch the Upload Manager" button under the Submit Data section. (The Upload Manager requires the installation of the Java Runtime Environment 6.0 or greater.)
- c) After accepting the terms of use, choose the NDAR Collection into which the data will be loaded.
- d) Browse to the location of and select the Submission Ticket File.
- e) Add a title and description of the dataset to be uploaded and click the "Start Upload" button.

❒ **9. Share data.**
Refer to the terms and conditions in your notice of grant award for the data sharing schedule.