

# Populating Your Data Expected List Office Hours

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National Institute  
of Mental Health

# Purpose

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- **Purpose:** To learn how to update the Data Structures per Research Aims section in your Data Expected list.
- **Objectives:**
  - To understand how the Data Expected list is used in NDA
  - To understand how to add a Data Structure to your Data Expected list
  - To understand how to request a change to an existing Data Structure, following the change request format
  - To understand how to request a new Data Structure by completing the Data Structure Template

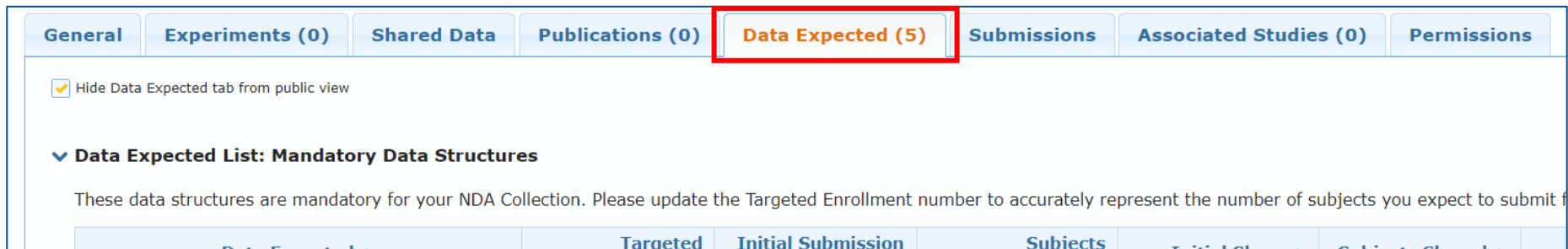
# Agenda

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- Data Expected Overview
- Searching for Data Structures in NDA
- Adding existing Data Structures with no changes needed
- Adding existing Data Structures and requesting changes
- Requesting new Data Structures
  - With existing Data Elements in the NDA Data Dictionary
  - With requests for new Data Elements

# Data Expected List Overview

- A list of all Data Structures in which data will be collected and submitted for a given Collection
- Found in your NDA Collection's Data Expected tab
- Must have Admin permissions to modify
- Must update the list within 6 months, may still modify after that



The screenshot shows a navigation bar with several tabs: General, Experiments (0), Shared Data, Publications (0), Data Expected (5), Submissions, Associated Studies (0), and Permissions. The 'Data Expected (5)' tab is highlighted with a red border. Below the navigation bar, there is a checkbox labeled 'Hide Data Expected tab from public view' which is checked. A section titled 'Data Expected List: Mandatory Data Structures' is expanded, showing a text instruction: 'These data structures are mandatory for your NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for'. Below this text, a table header is visible with columns: Data Expected, Targeted, Initial Submission, Subjects, Initial Check, and Subjects Check.

# Data Expected List Divided into 2 Sections

The Data Expected List is divided into 2 sections:





- Mandatory Data Structures
- Data Structures per Research Aims

General Experiments (0) Shared Data Publications (0) **Data Expected (5)** Submissions Associated Studies (0) Permissions

Hide Data Expected tab from public view

### ▼ Data Expected List: Mandatory Data Structures







These data structures are mandatory for your NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

Data Expected ▾	Targeted Enrollment ▾	Initial Submission ▾	Subjects Submitted ▾	Initial Share ▾	Subjects Shared ▾	Status ▾	Actions
Research Subject and Pedigree ⓘ	100	01/15/2024	617	05/15/2024	0	Approved ⓘ	 
NIMH CDE - DSM-5 Crosscutting Adults ⓘ	100	01/15/2024	0	05/15/2024	0	Approved ⓘ	 

### ▼ Data Expected List: Data Structures per Research Aims

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

[+ New Data Expected](#) ⓘ

Data Expected ▾	Targeted Enrollment ▾	Initial Submission ▾	Subjects Submitted ▾	Initial Share ▾	Subjects Shared ▾	Status ▾	Actions
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	 
Emotion Regulation Questionnaire ⓘ	100	01/01/2024	0	05/01/2024	0	Approved ⓘ	 
EEG ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	 

# Mandatory Data Structures

- Prepopulated when your NDA Collection is created
- You are required submit data for the Mandatory Data Structure(s) listed in your NDA Collection

## ▼ Data Expected List: Mandatory Data Structures

These data structures are mandatory for your NDA Collection. Please update

Data Expected ⇅	Targeted End
Research Subject and Pedigree ⓘ	
NIMH CDE - DSM-5 Crosscutting Adults ⓘ	

# Data Structures per Research Aims

- Populated by you
- Your task is to update this section with the Data Structures you used for data collection within 6 months of your grant start date

**▼ Data Expected List: Data Structures per Research Aims**

These data structures are specific to your research aims and should list all data structures you expect to use for the entire study. They also represent the number of subjects you expect to submit for the entire study.

[+ New Data Expected](#) [?](#)

Data Expected	Targeted
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	
Emotion Regulation Questionnaire ⓘ	
EEG ⓘ	

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# Data Structure Overview



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# Data Structures

Represent NDA's versions of data collection entities (e.g., measures, surveys, assessments) used for data submission

**Emotional Regulation Questionnaire**  
15,057 Shared Subjects

DESCRIPTION  
N/A

DATA TYPE  
Clinical Assessments

CATEGORIES  
Emotions

DATE CREATED  
12/11/2014

MOST RECENT UPDATE  
01/18/2023

[View Change History](#)

SHORT NAME  
emrq01

VERSION  
01

DOWNLOADS  
[Definition](#)  
[Submission Template](#)

?

QUERY	ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES	ALIASES
	subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*		guid
	src_subject_id	String	20	Required	Subject ID how it's defined in lab/project			subjid
	interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY			erq_date
	interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.	
	sex	String	20	Required	Sex of subject at birth	M;F; O; NR	M = Male; F = Female; O=Other; NR = Not reported	gender, sex
<a href="#">Query</a>	erq_1	Integer		Recommended	P: When I want to feel more positive emotion (such as joy or amusement), I change what I'm thinking about. C: When I want to feel happier. I think about something different.	1::7	1= Strongly disagree; 2=Disagree; 3= Somewhat Disagree; 4= Neutral; 5=Somewhat Agree; 6= Agree; 7= Strongly agree	34000, erq1, erq10_q01, erq1, morepos_thoughts,

Add to Filter Cart

# Data Structures

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Composed of Data Elements and metadata information such as:

- Data Elements – Single items (e.g., questions, variables, parameters, etc.)
- Structure Title (e.g., Vanderbilt ADHD Rating Scale)
- Short Name (e.g., vanderbilt01)
- Data Type – Clinical Assessments, Omics, etc
- Categories – brief descriptions of the subject matter being assessed (e.g., ADHD, Anxiety, Depression)
- Description – outlines the overall purpose of the data being collected
- Source – designates whether this is part of a specific project (e.g., NDA, NIAAA, ABCD, OAI)

# Data Element Components

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES	ALIASES
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*		guid
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project			subjid
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY			erq_date
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.	

M = Male; F = Female; O=Other; NR = Not

# Data Element Components

- Element Name

ELEMENT NAME
subjectkey
src_subject_id
interview_date
interview_age

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*	
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project		
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY		
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded research partici interview, the a months. If the participant is 10-days-old, the value would be 1 month.

# Data Element Components

- Element Name
- Data Type – Identifies the type of values accepted

DATA TYPE
GUID
String
Date
Integer

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*	
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project		
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY		
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological age at the time of the research participant is interviewed, the appropriate number of months. If the participant is 16-days-old, the value would be 1 month.

# Data Element Components

- Element Name
- Data Type – Identifies the type of values accepted
- Size – Denotes size constraints for the Data Element

SIZE
20

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*	
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project		
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY		
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological research participant is 15-days-old interview, the appropriate value is 1 month. If the participant is 16-days-old, the value would be 1 month.

# Data Element Components

- Element Name
- Data Type – Identifies the type of values accepted
- Size – Denotes size constraints for the Data Element
- Required – Required vs Recommend

REQUIRED
Required
Required
Required
Required

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*	
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project		
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY		req_date
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.

# Data Element Components

- Element Name
- Data Type – Identifies the type of values accepted
- Size – Denotes size constraints for the Data Element
- Required – Required vs Recommend
- Description – Outlines more information on the Data Element

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.

DESCRIPTION
The NDAR Global Unique Identifier (GUID) for research subject
Subject ID how it's defined in lab/project
Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY
Age in months at the time of the interview/test/sampling/imaging.



# Data Element Components

- Element Name
- Data Type – Identifies the type of values accepted
- Size – Denotes size constraints for the Data Element
- Required – Required vs Recommend
- Description – Outlines more information on the Data Element
- Value Range & Notes – Identifies acceptable values

VALUE RANGE	NOTES
NDAR*	
0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.
	M = Male; F = Female; O=Other; NR = Not

VALUE RANGE	NOTES	ALIASES
NDAR*		guid
		subjid
		erq_date
0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.	
	M = Male; F = Female; O=Other; NR = Not	

# Data Element Components

- Element Name
- Data Type – Identifies the type of values accepted
- Size – Denotes size constraints for the Data Element
- Required – Required vs Recommend
- Description – Outlines more information on the Data Element
- Value Range & Notes – Identifies acceptable values
- Aliases - An alternate name or identifier for a Data Element or variable specific to an NDA Collection

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project	
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY	
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260

ALIASES
guid
subjid
erq_date

ALIASES
guid
subjid
erq_date

# Five Required Data Elements

All NDA Data Structures include:

ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.
sex	String	20	Required	Sex of subject at birth

# Data Structure Search Tools



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# Searching for your NDA Structures

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Structure contains all questions you need



Structure contains some questions, but not all



Can't find any Structures that match your assessment

# Tools to Find Data Structures

- NDA Home Page Search Bar
- NDA Data Dictionary

The image shows two overlapping screenshots of the NIMH Data Archive website. The background screenshot is the home page, featuring a search bar with the text "Search NIMH Data Archive" and a navigation menu with options like "Contribute Data", "Get Data", "Tools", "Webinars & Tutorials", and "About Us". The foreground screenshot is the "Data Dictionary: Data Structures" page. It includes a sidebar menu with categories such as "Featured Datasets", "Data Dictionary", "Data Structures", and "Data Elements". The main content area has a search form with fields for "TEXT SEARCH", "SOURCE", and "CATEGORY", and buttons for "Apply" and "Reset". Below the search form, it displays "4,511 Results Found" and a list of results, with "Axis 1 Diagnoses" being the first entry. A "TIPS" box on the right provides instructions on how to use the structure name dictionary.

**NDA Query Tool**  
Search Subjects By

- Featured Datasets
  - Adolescent Brain Cognitive Development Study (ABCD)
  - Human Connectome Projects
- Demographics
- Data from Labs
- Data from Papers
- Data Dictionary
  - Data Structures**
  - Data Elements <sup>NEW</sup>
- Experiments
  - Methods
  - Biosamples
  - Browse
- Autism Phenotypic Concepts
- Query by Global Unique Identifier (GUID)

**Data Dictionary: Data Structures**

Search over 2,000 data collection instruments, or data structures, in the NDA Data Dictionary.

NDA data structures contain data collected by many different research studies. The NDA data dictionary is always being updated to accommodate new variables, variable names, value ranges, and new data collection instruments.

**TIPS**

Click on the structure name dictionary, change history, template, and to create a new structure. You can even view distribution for any given value range.

TEXT SEARCH <sup>?</sup> SOURCE <sup>?</sup> CATEGORY <sup>?</sup>

Search Short Name, Title, Description

SORT BY SORT DIRECTION

Short Name Ascending

Apply Reset

4,511 Results Found Detail View | Table View

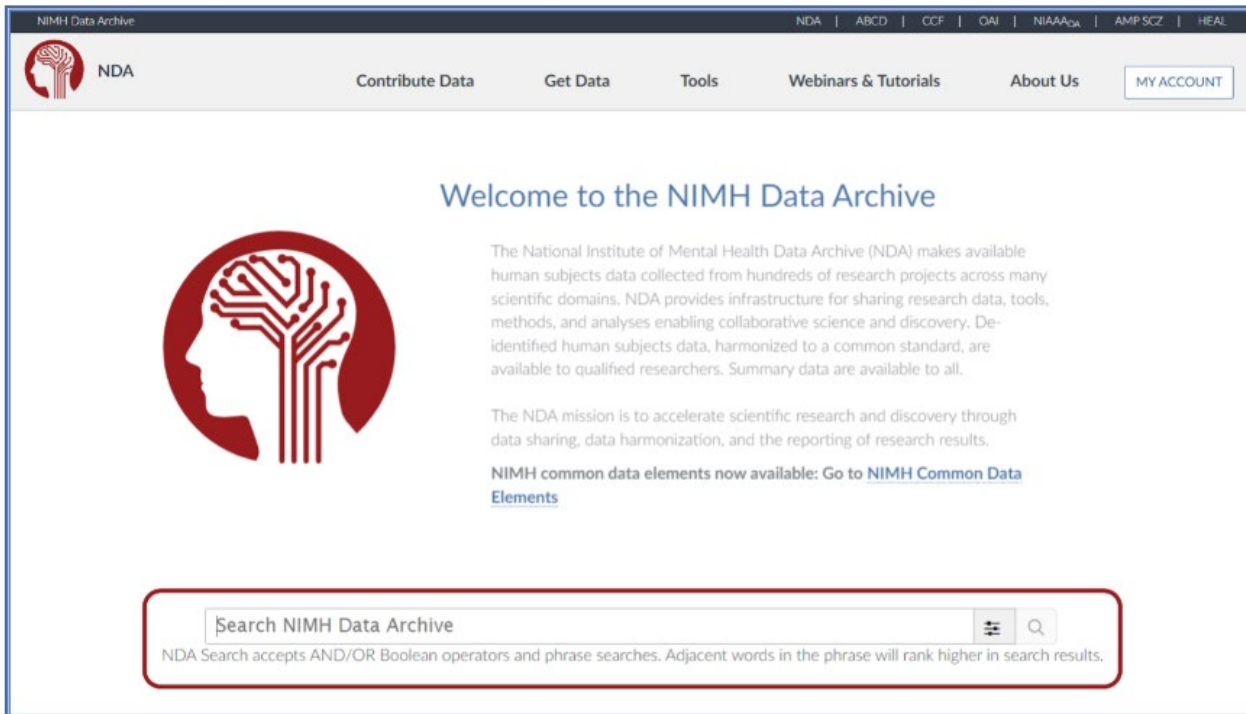
[Axis 1 Diagnoses](#)

SHARED SUBJECTS INFO

Clear Selection(s)

# NDA Home Page Search Bar

- Best for finding existing Data Structures to use as it has a broader scope
- Uses Boolean "and/or" logic to help you define your searches, with "or" being the default



The screenshot displays the NIMH Data Archive website. At the top, there is a navigation bar with the NIMH Data Archive logo and the text "NDA". To the right of the logo are navigation links: "Contribute Data", "Get Data", "Tools", "Webinars & Tutorials", and "About Us". A "MY ACCOUNT" button is located on the far right of the navigation bar. Below the navigation bar, the main content area features a large red circular logo on the left, which depicts a human head profile with circuitry inside. To the right of the logo, the text reads "Welcome to the NIMH Data Archive". Below this, there is a paragraph of text describing the NDA's mission and the types of data available. A link for "NIMH common data elements" is also present. At the bottom of the page, there is a search bar with the placeholder text "Search NIMH Data Archive" and a search icon. Below the search bar, a note states: "NDA Search accepts AND/OR Boolean operators and phrase searches. Adjacent words in the phrase will rank higher in search results."

# Home Page Tool Search Tips

- Search bar assumes an "OR" exists between each word
- “Is forgetful in daily activities” → “Is **OR** forgetful **OR** in **OR** daily **OR** activities”

is forgetful in daily activities



By default this page displays the first 5 results in each selected category. There is an option to show the next 5 results, which can be repeated to eventually show all results. The total results are shown on the right. To get more specific results, modify your search terms.

## NDA STUDIES

Displaying 5 of 21 results

### [The importance of social factors in the association between physical activity and depression in children.](#)

Background:Physical activity is associated with reduced depression in youth and adults. However, our understanding of how different aspects of youth activities-specifically, the degree to which they are social, team-oriented, and physical-relate to mental health in children is less clear.Methods:â=â7355, NDA release 2.0.1).Results:We show and replicate that social-physical activities are...

MEASURES (4)

NAME

DESCRIPTION

PRIMARY?

**NDA STUDIES (21)**

PUBLICATIONS (128)

COLLECTIONS (637)

DATA STRUCTURES (953)

DATA ELEMENTS (6224)

EXPERIMENTS (96)

8059 search results for  
**is forgetful in daily activities**



# Home Page Tool Search Tips

- Use “AND” to narrow your search by typing “AND” in between keywords
- "Is forgetful in daily activities" → "forgetful **AND** daily **AND** activities"

The screenshot shows a search interface with a search bar containing the text "forgetful AND daily AND activities". Below the search bar, there is a note: "By default this page displays the first 5 results in each selected category. There is an option to show the next 5 results, which can be repeated to eventually show all results. The total results are shown on the right. To get more specific results, modify your search terms."

On the right side, a sidebar lists search categories with counts: NDA STUDIES (0), PUBLICATIONS (0), COLLECTIONS (0), DATA STRUCTURES (0), **DATA ELEMENTS (36)**, and EXPERIMENTS (0). The "DATA ELEMENTS (36)" item is highlighted with a red box.

Below the sidebar, it says "36 search results for forgetful AND daily AND activities".

On the left side, under the heading "DATA ELEMENTS", it says "Displaying 5 of 36 results". Below this, there is a list of results starting with "asia009" and "Is forgetful in daily activities".

Notes: 0 = Never; 1 = Sometimes; 2 = Often; 3 = Very often; 9 = Missing value. CPEA STAART CASI: 0-3 above, plus: -7 = Don't know; -8 = Refused to answer; -9 = Does not apply

STRUCTURES (3)

NAME	SHORT NAME	SHARED SUBJECTS	CATEGORY
<a href="#">Adolescent Symptom Inventory</a>	asi01	166	Questionnaire
<a href="#">Child/Adolescent Symptom Inventory</a>	casi01	2853	Questionnaire
<a href="#">Early Childhood Inventory</a>	eci01	470	Questionnaire

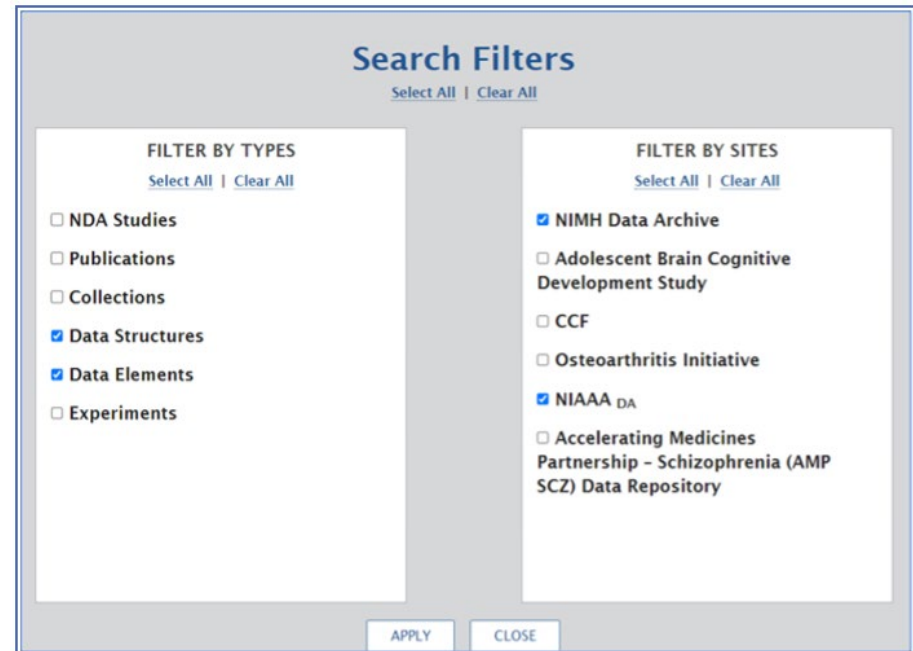
# Home Page Tool Search Tips

Search NIMH Data Archive



NDA Search accepts AND/OR Boolean operators and phrase searches. Adjacent words in the phrase will rank highly in search results.

- Use the **Filter by Types** options to only show Data Structure and Data Element results
- Use the **Filter by Sites** to limit the search to available Structures



**Search Filters**  
[Select All](#) | [Clear All](#)

**FILTER BY TYPES**  
[Select All](#) | [Clear All](#)

- NDA Studies
- Publications
- Collections
- Data Structures
- Data Elements
- Experiments

**FILTER BY SITES**  
[Select All](#) | [Clear All](#)

- NIMH Data Archive
- Adolescent Brain Cognitive Development Study
- CCF
- Osteoarthritis Initiative
- NIAAA DA
- Accelerating Medicines Partnership - Schizophrenia (AMP SCZ) Data Repository

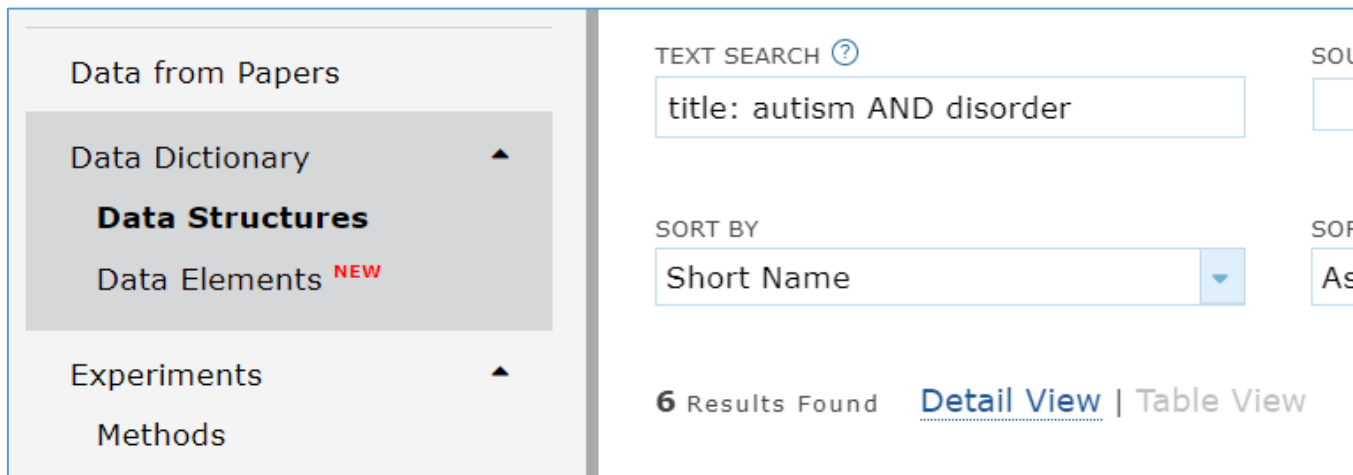
# NDA Data Dictionary

- Database of Data Structures
- Uses an “exact” search logic

The screenshot displays the NDA Data Dictionary interface. At the top, there is a navigation bar with links for NDA, ABCD, CCF, OAI, NIAAA<sub>DA</sub>, AMP SCZ, and HEAL. Below this is a secondary navigation bar with links for Contribute Data, Get Data, Data Dictionary, Data Standards, Tools, Webinars & Tutorials, Request Access, Notifications, About Us, and Admin. A 'Filter Cart' box in the top right indicates 'No filters selected'. The main content area is titled 'Data Dictionary: Data Structures' and includes a search bar with the text 'Search Short Name, Title, Description'. Below the search bar are filters for SOURCE, CATEGORY, and DATA TYPE. There are also filters for SORT BY (Short Name) and SORT DIRECTION (Ascending). An 'Apply' button and a 'Reset' button are present. The results section shows '4,524 Results Found' and a link to 'Table View'. A single result is visible: 'Axis 1 Diagnoses' with a 'SHORT NAME' of 'a1d01'. A 'TIPS' box on the right provides instructions on how to use the structure name to view the data dictionary, change history, data submission template, and create a new query filter.

# Data Structure Search Tips

- Text Search results in perfect matches only
- Use **“OR,” “AND,”** and **“NOT”** to increase search flexibility
  - **“title: autism AND disorder”** for Structures with both autism and disorder in the title
  - **“description: autism OR spectrum AND disorder”** for Structures with either “autism” or “spectrum,” and “disorder” in the Description field



The screenshot displays a search interface with a left-hand navigation menu and a main search area. The navigation menu includes 'Data from Papers', 'Data Dictionary', 'Data Structures' (highlighted), 'Data Elements <sup>NEW</sup>', 'Experiments', and 'Methods'. The main search area features a 'TEXT SEARCH' section with a search box containing 'title: autism AND disorder'. Below the search box is a 'SORT BY' dropdown menu set to 'Short Name'. At the bottom of the search area, it indicates '6 Results Found' and provides links for 'Detail View' and 'Table View'.

# Data Element Search Tips

- Search fields results in perfect matches only
- Use “OR,” “AND,” and “NOT” to increase search flexibility

The screenshot displays the NDA Query Tool interface. On the left is a sidebar with navigation options: Search Subjects By, Featured Datasets (Adolescent Brain Cognitive Development Study (ABCD), Human Connectome Projects), Demographics, Data from Labs, Data from Papers, Data Dictionary (Data Structures, **Data Elements** NEW), Experiments (Methods, Biosamples, Browse). The main content area is titled 'Data Dictionary: Data Elements' and includes a search box for 'SEARCH DATA ELEMENTS' (with a red box around it) and a search box for 'SEARCH DATA STRUCTURES'. Below these are filters for 'DATA ELEMENT TYPES', 'DATA ELEMENT REQUIRED', 'DATA ELEMENT NOTES' (with a red box around it), 'SORT BY' (Name), and 'SORT DIRECTION' (Ascending). 'Apply' and 'Reset' buttons are present. The results section shows '424,667 Results Found' with links for 'Detail View' and 'Table View'. A result for 'ageb' is shown with a link to 'Show structures and distributions'. A 'TIPS' box explains that NDA maps identical data elements across multiple data structures and that data collection context should be considered.

# Adding Data Structures to your Data Expected



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# Adding Data Structures to your Data Expected

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Structure contains all questions you need



Structure contains some questions, but not all



Can't find any Structures that match your assessment

# Adding Unmodified Existing Data Structures

1. Click on the green “+New Data Expected” button under your Collection’s Data Expected tab.

▼ Data Expected List: Data Structures per Research Aims

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

[+ New Data Expected](#) ?

Data Expected ▾	Targeted Enrollment ▾	Initial Submission ▾	Subjects Submitted ▾	Initial Share ▾	Subjects Shared ▾	Status ▾	Actions
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	<a href="#">↗</a> <a href="#">🗑</a>
EEG ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	<a href="#">↗</a> <a href="#">🗑</a>



# Adding Unmodified Existing Data Structures

2. Enter the Targeted Enrollment, Initial Submission, and Initial Share Date matching your grant/data sharing agreement.

### Add New Data Expected

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:	100
Initial Submission Date:	07/15/2023
Initial Share Date:	11/15/2023

Data Structure Search:

Data Structures:

# Adding Unmodified Existing Data Structures

3. In the Data Structure Search field, enter either the **EXACT** Title or the Short Name of the existing Data Structure.

The screenshot shows a web form titled "Add New Data Expected". At the top, there is a blue header bar with the title and a close button. Below the header, a paragraph of instructions explains how to add an existing data structure. Two radio buttons are present: "Use/Modify Existing Data Structure" (selected) and "Request New Data Structure". Below these are four input fields: "Targeted Enrollment" (100), "Initial Submission Date" (07/15/2023), "Initial Share Date" (11/15/2023), and "Data Structure Search" (emrq01). The "Data Structure Search" field is highlighted with a red border. Below the search field is a list of results under the heading "Data Structures:", showing one entry: "Emotional Regulation Questionnaire - emrq01". At the bottom right, there are two buttons: "Add Data Expected" and "Cancel".

**Add New Data Expected**

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

Data Structure Search:

Data Structures:

- Emotional Regulation Questionnaire - emrq01

# Adding Unmodified Existing Data Structures

4. Select the Data Structure, then select "Yes, it meets research needs as-is" and click "Add Data Expected."

**Add New Data Expected**

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload the [appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

Data Structure Search:

Data Structures:

- Emotional Regulation Questionnaire - emrq01

Does the selected Data Structure's current definition meet your research needs?

Yes, it meets research needs as-is.  No, it requires changes to meet research needs.

# Adding Unmodified Existing Data Structures

You'll see your new Data Structure listed in your Data Expected list. You can start submitting data to this Structure!

## ▼ Data Expected List: Data Structures per Research Aims

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

[+ New Data Expected](#) [?](#)

Data Expected ▾	Targeted Enrollment ▾	Initial Submission ▾	Subjects Submitted ▾	Initial Share ▾	Subjects Shared ▾	Status ▾	Actions
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	<a href="#">✎</a> <a href="#">🗑️</a>
Emotion Regulation Questionnaire ⓘ	100	01/01/2024	0	05/01/2024	0	Approved ⓘ	<a href="#">✎</a> <a href="#">🗑️</a>
EEG ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	<a href="#">✎</a> <a href="#">🗑️</a>

## ▼ Submission Exemptions

[+ New Submission Exemption](#)

# Requesting Changes to Existing Data Structures



National Institute  
of Mental Health

# Requesting Changes to Existing Data Structures

---



Structure contains all questions you need



Structure contains some questions, but not all



Can't find any Structures that match your assessment

# Requesting Changes to Data Structures

---

- Adding existing Data Elements in the NDA Data Dictionary
- Requesting new Data Elements
- Adding values to the value ranges to one or more Data Elements
- Requesting aliases

# Change Request Rules

---

- Value Range & Notes Modifications
  - Cannot modify existing values
  - Only have the ability to add a value to the value range
- Cannot change the ElementName
  - Only have the ability to request aliases
- Cannot change Description in such a way that the context, timeframe, etc. is changed
  - Example: Cannot change "How have you felt in the last week?" to "How have you felt in the last month?"



# Requesting Changes to Data Structures

---

1. Search for the Data Structure in NDA Data Dictionary.
2. Download the Structure's Definitions file.
3. Edit the Definitions file with your requested changes & save the file as a .xlsx file.
4. Add the Data Structure to your Data Expected list.

# Requesting Changes to Data Structures

## 1. Visit to the NDA Data Dictionary

The screenshot displays the NIMH Data Archive NDA Data Dictionary interface. The top navigation bar includes links for NDA, ABCD, CCF, OAI, NIAAADa, AMP SCZ, and HEAL. A 'Filter Cart' widget shows 'No filters selected'. The main navigation menu includes 'Contribute Data', 'Get Data', 'Data Dictionary', 'Data Standards', 'Tools', 'Internal Tools', 'Webinars & Tutorials', 'Request Access', 'Notifications', 'About Us', and 'Admin'. The user 'ingallsma' is logged in.

**NDA Query Tool**  
Search Subjects By

- Featured Datasets
  - Adolescent Brain Cognitive Development Study (ABCD)
  - Human Connectome Projects
- Demographics
- Data from Labs
- Data from Papers
- Data Dictionary
  - Data Structures**
  - Data Elements **NEW**
- Experiments
  - Methods
  - Biosamples
  - Browse

**Data Dictionary: Data Structures**

Search over 2,000 data collection instruments, or data structures, in the NDA Data Dictionary.

NDA data structures contain data collected by many different research studies. The NDA data dictionary is always being updated to accommodate new variables, variable names, value ranges, and new data collection instruments.

**TIPS**  
Click on the structure name to view the data dictionary, change history, data submission template, and to create a new query filter for a specific value range from a single variable in that structure. You can even visualize the response distribution for any given variable with a discrete value range.

TEXT SEARCH ⓘ SOURCE ⓘ CATEGORY ⓘ DATA TYPE ⓘ

Search Short Name, Title, Description

SORT BY: Short Name | SORT DIRECTION: Ascending | Apply | Reset

4,649 Results Found | Detail View | [Table View](#)

Clear Selection(s) | Add to Workspace | Help

# Requesting Changes to Data Structures

2. In the Text Search field, enter either the **EXACT** Title or the Short Name of the data structure.

## Data Dictionary: Data Structures

Search over 2,000 data collection instruments, or data structures, in the NDA Data Dictionary.

NDA data structures contain data collected by many different research studies. The NDA data dictionary is always being updated to accommodate new variables, variable names, value ranges, and new data collection instruments.

### TIPS

Click on the structure name to view the data dictionary, change history, data submission template, and to create a new query filter for a specific value range from a single variable in that structure. You can even visualize the response distribution for any given variable with a discrete value range.

TEXT SEARCH ⓘ  SOURCE ⓘ  CATEGORY ⓘ  DATA TYPE ⓘ

SORT BY  SORT DIRECTION

1 Results Found [Detail View](#) | [Table View](#)

# Requesting Changes to Data Structures

## 3. Click the Structure's title.

Search over 2,000 data collection instruments, or data structures, in the NDA Data Dictionary.

NDA data structures contain data collected by many different research studies. The NDA data dictionary is always being updated to accommodate new variables, variable names, value ranges, and new data collection instruments.

**TIPS**

Click on the structure name to view the data dictionary, change history, data submission template, and to create a new query filter for a specific value range from a single variable in that structure. You can even visualize the response distribution for any given variable with a discrete value range.

TEXT SEARCH <sup>?</sup> SOURCE <sup>?</sup> CATEGORY <sup>?</sup> DATA TYPE <sup>?</sup>

emrq01

SORT BY SORT DIRECTION

Short Name Ascending

Apply Reset

1 Results Found [Detail View](#) | [Table View](#)

<input type="checkbox"/>	<b>Emotional Regulation Questionnaire</b>	SHORT NAME emrq01
--------------------------	---	----------------------


Clear Selection(s) Add to Workspace Help

# Requesting Changes to Data Structures

4. Click “Definition” under Downloads to download the Definition .csv file.

NIMH Data Archive

NDA | ABCD | CCF | OAI | NIAAA<sub>DA</sub>

 NDA

Filter C  
No filters se

Contribute Data | Get Data | Data Dictionary | Data Standards | Tools | Webinars & Tutorials | Request Access | Notifications | About Us | Admin

## Emotional Regulation Questionnaire

15,057 Shared Subjects

DESCRIPTION  
N/A

DATE CREATED  
12/11/2014

SHORT NAME  
emrq01

DOWNLOADS  
**Definition**  
[Submission Template](#)

DATA TYPE  
Clinical Assessments

MOST RECENT UPDATE  
01/18/2023

VERSION  
01

CATEGORIES  
Emotions

[View Change History](#)

Q Refine Results

QUERY	ELEMENT NAME	DATA TYPE	SIZE	REQUIRED	DESCRIPTION	VALUE RANGE	NOTES
	subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*	
	src_subject_id	String	20	Required	Subject ID how it's defined in lab/project		
	interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY		
	interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the

Add to Filter Cart

stitute  
ealth

# Requesting Changes to Data Structures

4. Click “Definition” under Downloads to download the Definition .csv file.

The screenshot shows the NIMH Data Archive interface. At the top, there is a navigation bar with links for NDA, ABCD, CCF, OAI, and NIAAA<sub>DA</sub>. Below this is a search bar and a 'Filter C' dropdown. The main content area is a modal window for dataset 'emrq01'. The modal has a header with 'Access', 'Notifications', 'About Us', and 'Admin'. The main content of the modal displays the following information:

SHORT NAME	emrq01
VERSION	01

Below the modal, there is a table with columns for 'interview\_age', 'Integer', 'Required', 'Age in months at the time of the interview/test/sampling/imaging.', and '0 :: 1260'. A note at the bottom right of the table states: 'Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the...'. At the bottom left, there is a '49' and an 'Add to Filter Cart' button. At the bottom right, there is a 'NIMH Institute of Health' logo.

# Requesting Changes to Data Structures

5. Open the .csv Definition download & edit the file with your changes.

	A	B	C	D	E	F	G	
	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases
2	subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research	NDAR*		guid
3	src_subject_id	String	20	Required	Subject ID how it's defined in lab/project			subjid
4	interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. M		erq_date	
5	interview_age	Integer		Required	Age in months at the time of the interview/test/sam	0 :: 1260	Age is rounded to chronological month. If the res	
6	sex	String	20	Required	Sex of subject at birth	M;F; O; NR	M = Male; F = Female; O=(	gender,sex
7	erq_1	Integer		Recommended	P: When I want to feel more positive emotion (such	1::7	1= Strongly disagree; 2=Di	34000,erq1,erq10_q01
8	erq_2	Integer		Recommended	P: I keep my emotions to myself. C: I keep my feeling	1::7	1= Strongly disagree; 2=Di	34001,erq10_q02,erq2
9	erq_3	Integer		Recommended	P: When I want to feel less negative emotion (such a	1::7	1= Strongly disagree; 2=Di	34002,erq10_q03,erq3
10	erq_4	Integer		Recommended	P: When I am feeling positive emotions, I am careful	1::7	1= Strongly disagree; 2=Di	34003,erq10_q04,erq4
11	erq_5	Integer		Recommended	P: When I'm faced with a stressful situation, I make	1::7	1= Strongly disagree; 2=Di	34004,erq10_q05,erq5
12	erq_6	Integer		Recommended	P: I control my emotions by not expressing them. C:	1::7	1= Strongly disagree; 2=Di	34005,control_noexpr
13	erq_7	Integer		Recommended	P: When I want to feel more positive emotion, I cha	1::7	1= Strongly disagree; 2=Di	34006,erq10_q07,erq7
14	erq_8	Integer		Recommended	P: I control my emotions by changing the way I think	1::7	1= Strongly disagree; 2=Di	34007,control_change
15	erq_9	Integer		Recommended	P: When I am feeling negative emotions, I make sure	1::7	1= Strongly disagree; 2=Di	34008,erq10_q09,erq9
16	erq_10	Integer		Recommended	P: When I want to feel less negative emotion, I chan	1::7	1= Strongly disagree; 2=Di	34009,erq10,erq10_q1
17	erq_11	Integer		Recommended	Perceptual factor, highest of all cases leading			

# Request Changes to Data Element Already in the Structure

1. Find the Data Element in the Definition file you need modified.

	A	B	C	D	E	F	G	H	I
1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Notes for Data Curator
58	erq3	Integer		Recommended	When I want to feel less bad (e.g	1::5;999	1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer		
59	erq4	Integer		Recommended	When I am feeling happy, I am c	1::5;999	1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer		
60	erq5	Integer		Recommended	When I am worried about someth	1::5;999	1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer		
61	erq6	Integer		Recommended	I control my feelings by not show	1::5;999	1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer		
62	erq7	Integer		Recommended	When I want to feel happier abo	1::5;999	1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer		
63	teen_timepoint	Integer		Recommended	Time point	1::4	1 = Teen's approximately 13 years old; 2 = Teen's approximately 14 years old; 3 = Teen's approximately 15 years old; 4=Teem's approximately 16 years old		We added another value, 4, to this data element
64	state_social_q7	Integer		Recommended	When I was feeling negative emc	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
65	state_social_q1	Integer		Recommended	When I wanted to feel more posi	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
66	state_social_q2	Integer		Recommended	I kept my emotions to myself.	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
67	state_social_q3	Integer		Recommended	When I wanted to feel less negat	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
68	state_social_q4	Integer		Recommended	When I was feeling positive emo	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
69	state_social_q5	Integer		Recommended	I controlled my emotions by not €	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
70	state_social_q6	Integer		Recommended	I controlled my emotions by chan	1::5	1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;		
71	erq_cog_score	Float		Recommended	Cognitive Reappraisal facet score		Items 1, 3, 5, 7, 8, 10 make up the Cognitive Reappraisal facet.		
72	erq_exp_score	Float		Recommended	Expressive Suppression facet score		Items 2, 4, 6, 9 make up the Expressive Suppression facet.		
73	timepoint_label	String	50	Recommended	Timepoint/visit label				
74									



# Request Changes to Data Element Already in the Structure

1. Find the Data Element in the Definition file you need modified.
2. Modify the Data Element row with your requested changes.
3. Highlight the changes in yellow.
4. Optional: Add a column to annotate any changes or notes for the NDA Data Curators.

	A	B	C	D	E	F	G	H	I
1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Notes for Data Curator
						F	G	H	I
						ValueRange	Notes	Aliases	Notes for Data Curator
row	1::5;999				1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer				
row	1::5;999				1 = Strongly disagree; 2 = Disagree; 3 = Half and half; 4 = Agree; 5 = Strongly agree; 999 = N/A or Prefer Not to Answer				
					1 = Teen's approximately 13 years old; 2 = Teen's approximately 14 years old; 3 = Teen's approximately 15 years old; 4=Teen's approximately 16 years old	1::4			We added another value, 4, to this data element
emc	1::5				1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;				
posi	1::5				1=very slightly/not at all; 2=a little; 3=moderately; 4=very much; 5=extremely;				
72	erq_exp_score	Float		Recommended	Expressive Suppression facet score		Items 2, 4, 6, 9 make up the Expressive Suppression facet.		
73	timepoint_label	String	50	Recommended	Timepoint/visit label				
74									

# Add an Existing Data Element (w/o Changes)

1. Add a new row to the Definitions file.

	A	B	C	D	E	F	G	H	I
1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Notes for Data Curator
67	state_social_q3	Integer		Recommended	When I wanted to feel less negative	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
68	state_social_q4	Integer		Recommended	When I was feeling positive emotion	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
69	state_social_q5	Integer		Recommended	I controlled my emotions by not expressing	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
70	state_social_q6	Integer		Recommended	I controlled my emotions by changing	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
71	erq_cog_score	Float		Recommended	Cognitive Reappraisal facet score		Items 1, 3, 5, 7, 8, 10 make up the Cognitive		
72	erq_exp_score	Float		Recommended	Expressive Suppression facet score		Items 2, 4, 6, 9 make up the Expressive Suppression		
73	timepoint_label	String	50	Recommended	Timepoint/visit label				
74	existing_element_name1								Requesting to add existing_element_name1 as is
76									
77									



# Add an Existing Data Element with Changes

**Example:** You want to add Element, fhs\_02, but you want to add another value to the Value Range.

<u>fhs_02</u>	
<b>DESCRIPTION</b> Que 2. Has anyone of them ever had a serious mental illness, emotional problem, or nervous breakdown?	
<b>VALUE RANGE</b> 0;1	<b>NOTES</b> 0=No; 1=Yes
<b>DATA TYPE</b> Integer	<b>ALIASES</b> fhs2

# Add an Existing Data Element with Changes

1. Add a new row to the Definitions file.

	A	B	C	D	E	F	G	H	I
1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Notes for Data Curator
67	state_social_q3	Integer		Recommended	When I wanted to feel less negative	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
68	state_social_q4	Integer		Recommended	When I was feeling positive emotions	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
69	state_social_q5	Integer		Recommended	I controlled my emotions by not expressing	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
70	state_social_q6	Integer		Recommended	I controlled my emotions by changing	1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
71	erq_cog_score	Float		Recommended	Cognitive Reappraisal facet score		Items 1, 3, 5, 7, 8, 10 make up the Cognitive		
72	erq_exp_score	Float		Recommended	Expressive Suppression facet score		Items 2, 4, 6, 9 make up the Expressive Suppression		
73	timepoint_label	String	50	Recommended	Timepoint/visit label				
74	existing_element_name1								Requesting to add existing_element_name1 as is
75	fhs_02					0::2	0=No; 1=Yes; 2=Maybe		Added 2=Maybe to Value Range
76									
77									
78									

# Add an Existing Data Element with Changes

1. Add a new row to the Definitions file.
2. Provide the **Element Name** as shown in the Data Dictionary.
3. Highlight ElementName in **blue**, and changes in **yellow**.
4. Optional: Add a column to annotate any changes or notes for the NDA Data Curators.

	F	G	H	I
74	existing_element_name1			
75	fhs_02			
76				
	ValueRange	Notes	Aliases	Notes for Data Curator
	less negat 1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
	positive emo 1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
	ons by not € 1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
	ons by chan 1::5	1=very slightly/not at all; 2=a little; 3=moderately;		
	facet score	Items 1, 3, 5, 7, 8, 10 make up the Cognitive		
	Recommended: Expressive Suppression facet score	Items 2, 4, 6, 9 make up the Expressive Suppression		
	0::2	0=No; 1=Yes; 2=Maybe		Requesting to add existing_element_name1 as is
				Added 2=Maybe to Value Range

# Creating a New Data Element Rules

---

- Data Types
  - Integer: accepts positive and negative **whole numbers**
  - Float: accepts positive and negative decimals
  - String: accepts numbers, letters, and some special characters
  - Date: accepts dates in a MM/DD/YYYY format
- Data Type Rules
  - Integer elements are always preferred
    - Instead of requesting a String element with "No" and "Yes" values, request an Integer element with 0 and 1
  - String element value ranges are case-sensitive
  - Date elements should not have value ranges

# Creating a New Data Element Rules

---

- Element Name Constraints
  - Must be unique across the entire NDA Data Dictionary
  - Can only contain at most 30 characters
  - Can only contain letters, numbers, and underscores
  - Cannot start with a number
- Element Size
  - Indicates the maximum number of characters for the data submitted to an element
  - The maximum size value is 4000
  - Sizes should be realistic, but not overly limiting
    - Example: do not request 4000 characters for a serial number element



# Create a New Data Element

1. Add a new row to the Definitions file.

	A	B	C	D	E	F	G	H	I
1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Notes for Data Curator
72	erq_exp_score	Float		Recommended	Expressive Suppression facet score		Items 2, 4, 6, 9 make up the		
73	timepoint_label	String	50	Recommended	Timepoint/visit label				
74	existing_element_name1								Requesting to add existing_element_name1 as is
75	fhs_02					0::2	0=No; 1=Yes; 2=Maybe		Added 2=Maybe to Value Range
76	new_element_name	String	100	Recommended	Question or description of new element				New string element
77	second_new_element_name	Integer		Recommended	Question or description of new element	0;1	0=Yes, 1=No		
78									

# Create a New Data Element

1. Add a new row to the Definitions file.
2. Provide:
  - Element Name
  - Data Type
  - Size (if String DataType)
  - Description
  - Value Range
  - Notes
3. Change row text to **red**.

	A	B	C	D	E
1	ElementName	DataType	Size	Required	ElementDescription
76	new_element_name	String	100	Recommended	Question or description of new element
77	second_new_element_name	Integer		Recommended	Question or description of new element
78					

F	G	H	I
ValueRange	Notes	Aliases	Notes for Data Curator
			New string element
0;1	0=Yes, 1=No		

# Requesting Changes to Data Structures

6. Once all your changes are made in the Definitions file, save the file in the .xlsx format.

7. Add the existing Structure to your Data Expected list by clicking on the green “+New Data Expected” button under your Collection’s Data Expected tab.

▼ Data Expected List: Data Structures per Research Aims

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

+ New Data Expected ?

Data Expected ▾	Targeted Enrollment ▾	Initial Submission ▾	Subjects Submitted ▾	Initial Share ▾	Subjects Shared ▾	Status ▾	Actions
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	
EEG ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	

# Requesting Changes to Data Structures

8. Enter the Targeted Enrollment, Initial Submission, and Initial Share Date matching your grant/data sharing agreement.

### Add New Data Expected

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

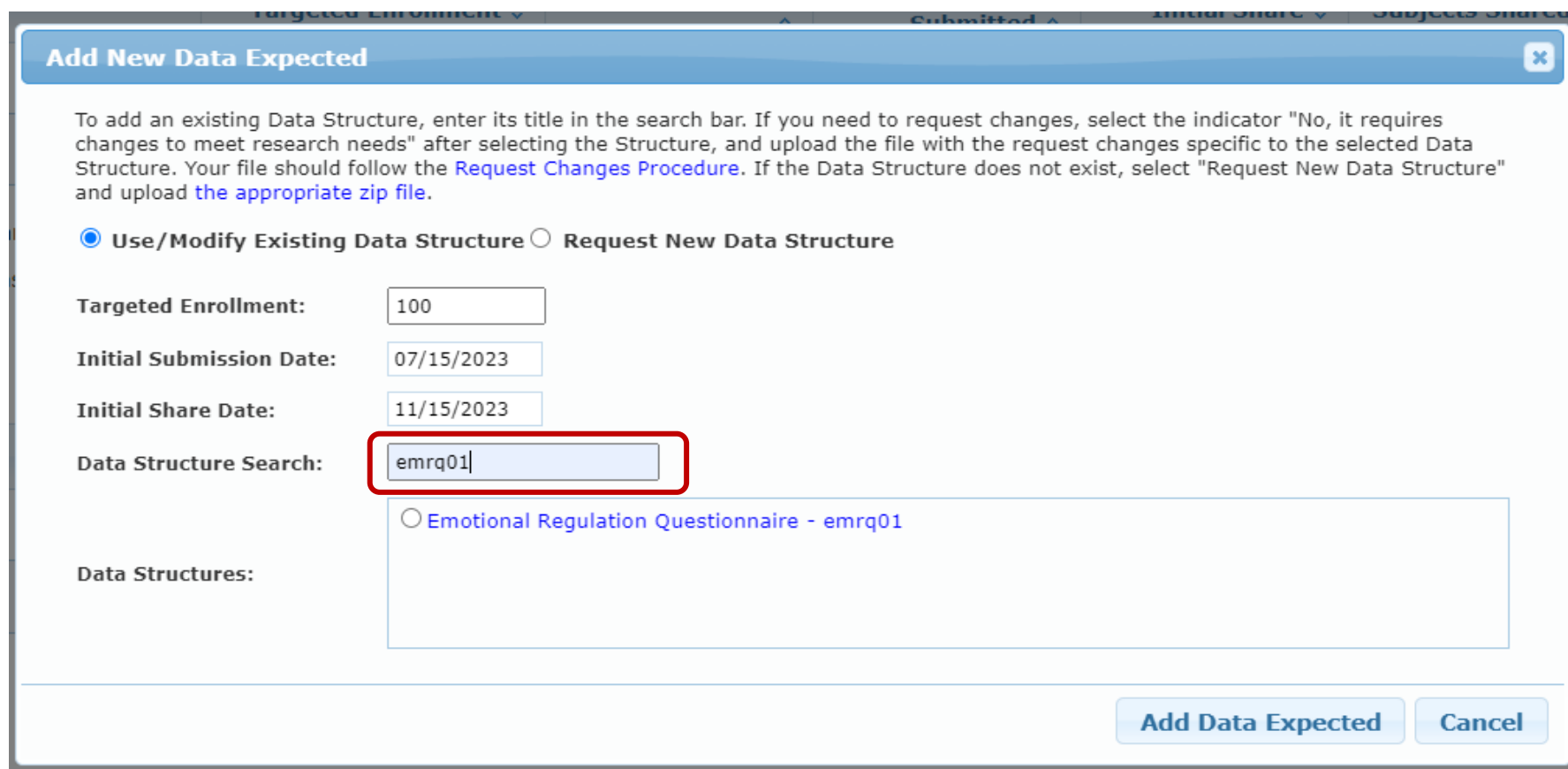
Targeted Enrollment:	100
Initial Submission Date:	07/15/2023
Initial Share Date:	11/15/2023

Data Structure Search:

Data Structures:

# Requesting Changes to Data Structures

9. In the Data Structure Search field, enter either the **EXACT** Title or the Short Name of the existing Data Structure.



**Add New Data Expected**

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

Data Structure Search:

Data Structures:

- Emotional Regulation Questionnaire - emrq01

# Requesting Changes to Data Structures

10. Select the Data Structure and click “No, it requires changes to meet research needs.”

### Add New Data Expected

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

Data Structure Search:

Emotional Regulation Questionnaire - emrq01

Data Structures:

Does the selected Data Structure's current definition meet your research needs?

Yes, it meets research needs as-is.  No, it requires changes to meet research needs.

Definition File with Requested Changes:

# Requesting Changes to Data Structures

11. Click "Select File..." and select your requested changes .xlsx file in the file dialog

The screenshot shows a web application interface for requesting changes to data structures. The main window is titled "Add New Data Expected" and contains the following fields and options:

- Targeted Enrollment:** 100
- Initial Submission Date:** 07/15/2023
- Initial Share Date:** 11/15/2023
- Data Structure Search:** emrq01
- Data Structures:** Emotional Regulation Questionnaire
- Does the selected Data Structure's current definition meet your research needs?**
  - Yes, it meets research needs as-is.
  - No, it requires changes to meet research needs.
- Definition File with Requested Changes:** [Text input field] **Select File...**

At the bottom of the main window are two buttons: **Add Data Expected** and **Cancel**.

Overlaid on the right side of the main window is a Windows "Open" file dialog. The dialog shows the following details:

- Path:** << Docu... >> Structure files
- File Name:** emrq01\_modifications.xlsx
- File Type:** All Files (\*.\*)
- Buttons:** Open, Cancel

The file dialog also shows a list of files in the "Structure files" folder:

Name	Status	Date modified
descriptive-title-structure-files.zip	✓	5/25/2023
emrq01_modifications.xlsx	✓	6/23/2023
image03_definitions_modifications.xlsx	✓	6/21/2023

# Requesting Changes to Data Structures

12. Verify that the correct file has been attached, then click "Add Data Expected"

### Add New Data Expected

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

Data Structure Search:

Data Structures:

- Emotional Regulation Questionnaire - emrq01

Does the selected Data Structure's current definition meet your research needs?

Yes, it meets research needs as-is.  No, it requires changes to meet research needs.

Definition File with Requested Changes:



# Requesting Changes to Data Structures

You'll see your Data Structure listed along with your file with changes uploaded under Data Structure files.

▼ Data Expected List: Data Structures per Research Aims

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

+ New Data Expected ?

Data Expected	Targeted Enrollment	Initial Submission	Subjects Submitted	Initial Share	Subjects Shared	Status	Actions
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	100	07/15/2023	0	11/15/2023	0	Approved ⓘ	 
EEG ⓘ	180	07/15/2023	0	05/01/2027	0	Approved ⓘ	 
emrq ⓘ	100	07/15/2023	0	11/15/2023	0	Change Requested ⓘ	 

Data Structure files:

emrq  emrq01\_modifications.xlsx 

Your request will be reviewed by an NDA Data Curator at a later time. Please wait until a Data Curator reaches out regarding your request before submitting for the Data Structure.

# Requesting a New Data Structure



National Institute  
of Mental Health

# Requesting a New Data Structure

---



Structure contains all questions you need



Structure contains some questions, but not all



Can't find any Structures that match your assessment

# Requesting a New Data Structure

---

To request a new Data Structure, you will need to provide a .zip file containing the following:

Document	Reason

# Requesting a New Data Structure

To request a new Data Structure, you will need to provide a .zip file containing the following:

Document	Reason
New Data Structure Template (.xlsx)	<ul style="list-style-type: none"><li>• Defines the original assessment consistent with the NDA formatting standards</li></ul>

# Requesting a New Data Structure

To request a new Data Structure, you will need to provide a .zip file containing the following:

Document	Reason
New Data Structure Template (.xlsx)	<ul style="list-style-type: none"><li>• Defines the original assessment consistent with the NDA formatting standards</li></ul>
Original assessment (.pdf or .docx)	<ul style="list-style-type: none"><li>• Ensures the New Data Structure Template properly reflects the source assessment</li><li>• Provides Data Curators context for the New Data Structure Template</li></ul>

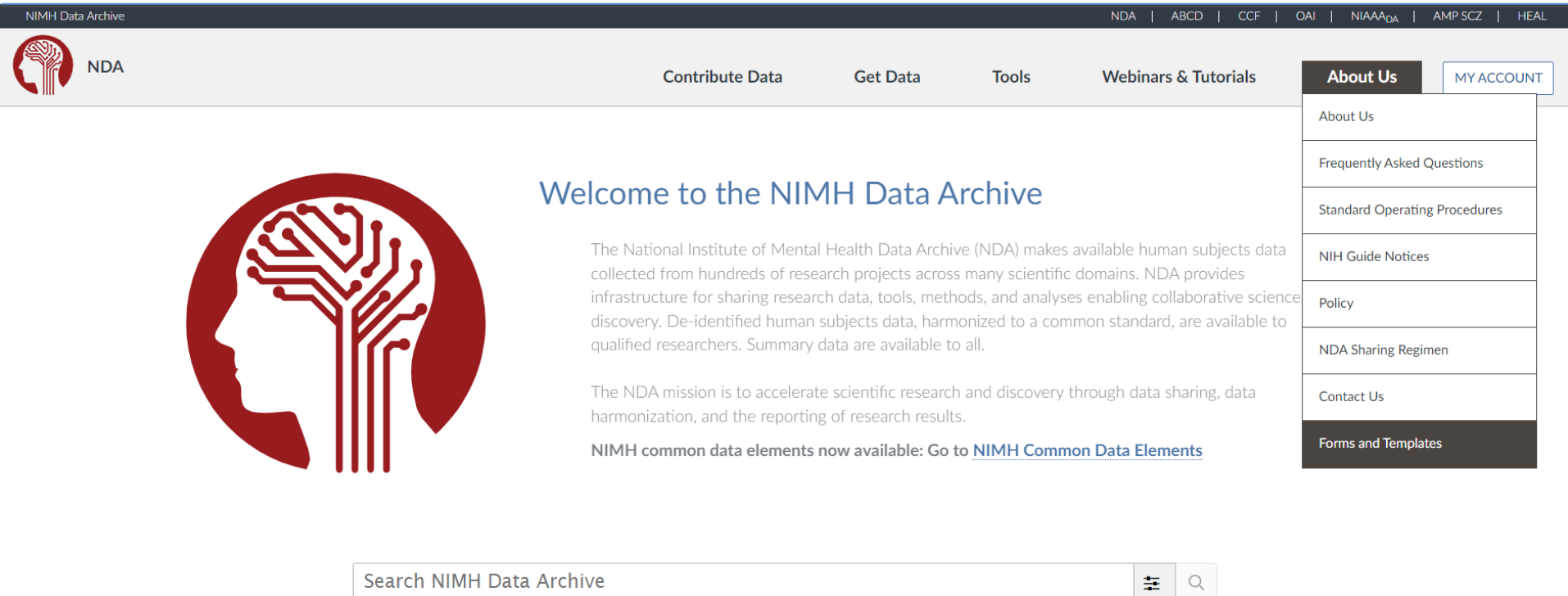
# Requesting a New Data Structure

To request a new Data Structure, you will need to provide a .zip file containing the following:

Document	Reason
New Data Structure Template (.xlsx)	<ul style="list-style-type: none"><li>• Defines the original assessment consistent with the NDA formatting standards</li></ul>
Original assessment (.pdf or .docx)	<ul style="list-style-type: none"><li>• Ensures the New Data Structure Template properly reflects the source assessment</li><li>• Provides Data Curators context for the New Data Structure Template</li></ul>
DOI Information <i>or</i> Category & Description Template (.xlsx)	<ul style="list-style-type: none"><li>• Provides additional metadata <i>required</i> for Data Curators when creating new Data Structure in the NDA Data Dictionary</li></ul>

# Download the New Data Structure & Category and Description Template

1. Visit [nda.nih.gov](http://nda.nih.gov) & click “Forms and Templates” under About Us.

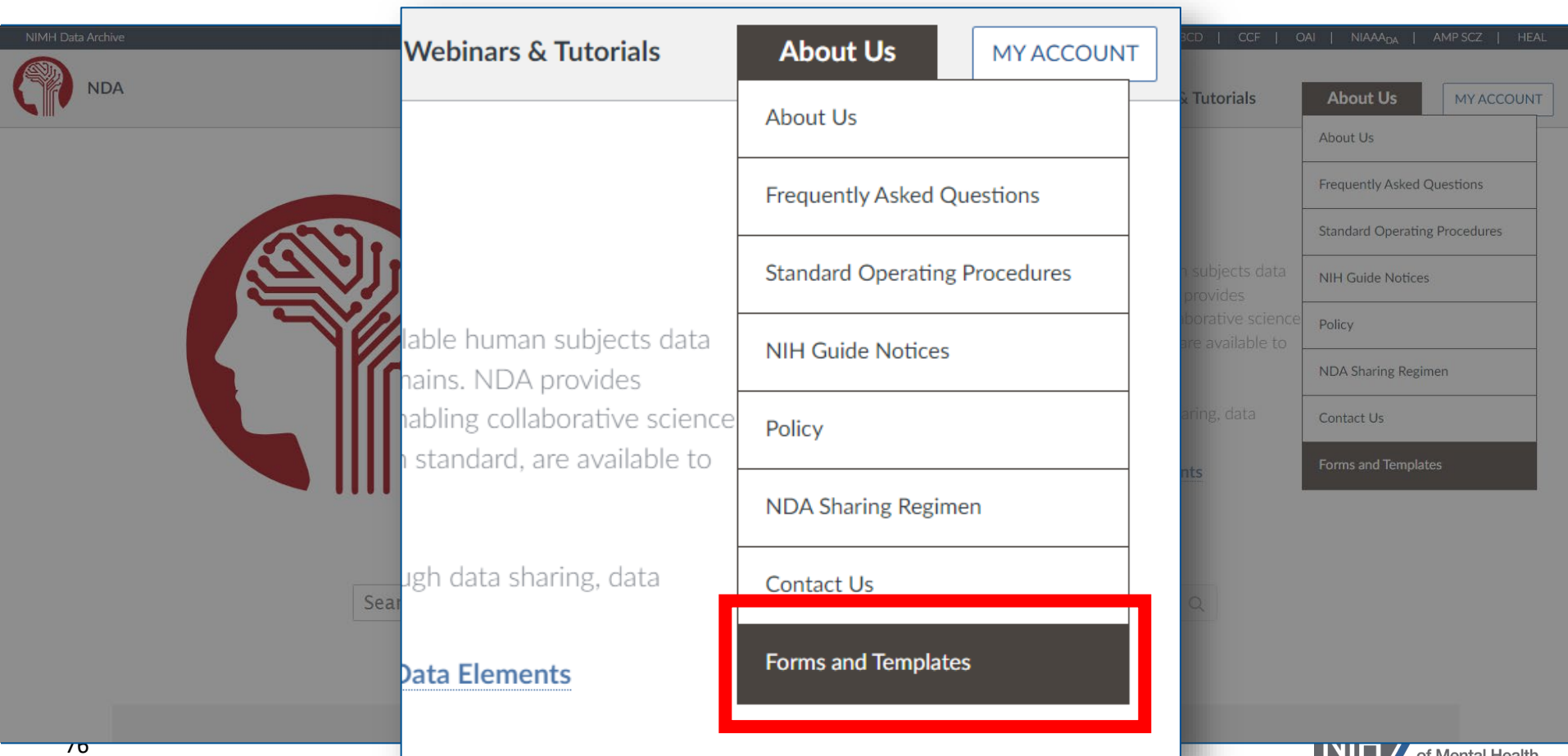


The screenshot shows the NIMH Data Archive website. The header includes the NIMH Data Archive logo and navigation links: NDA, ABCD, CCF, OAI, NIAA<sub>DA</sub>, AMP SCZ, and HEAL. The main navigation bar contains: Contribute Data, Get Data, Tools, and Webinars & Tutorials. The 'About Us' menu is open, showing options: About Us, Frequently Asked Questions, Standard Operating Procedures, NIH Guide Notices, Policy, NDA Sharing Regimen, Contact Us, and Forms and Templates. The main content area features a large graphic of a human head profile with circuitry, and the text: 'Welcome to the NIMH Data Archive'. Below this, it states: 'The National Institute of Mental Health Data Archive (NDA) makes available human subjects data collected from hundreds of research projects across many scientific domains. NDA provides infrastructure for sharing research data, tools, methods, and analyses enabling collaborative science discovery. De-identified human subjects data, harmonized to a common standard, are available to qualified researchers. Summary data are available to all.' It also mentions: 'The NDA mission is to accelerate scientific research and discovery through data sharing, data harmonization, and the reporting of research results.' and 'NIMH common data elements now available: Go to [NIMH Common Data Elements](#)'. A search bar is located at the bottom of the page.



# Download the New Data Structure & Category and Description Template

1. Visit [nda.nih.gov](http://nda.nih.gov) & click “Forms and Templates” under About Us.



The screenshot displays the NIMH Data Archive website. The 'About Us' menu is open, showing the following items: About Us, Frequently Asked Questions, Standard Operating Procedures, NIH Guide Notices, Policy, NDA Sharing Regimen, Contact Us, and **Forms and Templates**. The 'Forms and Templates' option is highlighted with a red rectangular box. The background shows the website's header with navigation links like 'Webinars & Tutorials' and 'MY ACCOUNT', and a large graphic of a brain with circuitry.

# Download the New Data Structure Template

## 2. Click “Data Structure Template”



NDA

[Contribute Data](#)

[Get Data](#)

[Tools](#)

[Webinars & Tutorials](#)

[About Us](#)

### NIMH Data Archive Forms and Templates

All documents and reference materials for each phase of your research project are available on this page.

#### Quick Reference for NIH-funded Investigators: Pre-Award

- [Data Sharing Regimen](#)
- [NDA Data Submission Cost Estimation Tool](#)
- [NDA Data Submission Cost Estimation Tool Video Tutorial](#)
- [Plain Language Description of NDA for use in Crafting Informed Consent Documents](#)
- [Certificate of Confidentiality](#)

#### Quick Reference for Investigators: Data Access

- [Data Use Certification \(DUC\)](#)
- [Create NDA User Account](#)

#### Quick Reference for Investigators: Data Submission

- [Data Submission Agreement \(DSA\)](#)
- [Create NDA User Account](#)
- [Data Structure Template](#)
- [Category and Description Template](#)

[About Us](#)

[Frequently Asked Questions](#)

[Standard Operating Procedures](#)

[NIH Guide Notices](#)

[Policy](#)

[NDA Sharing Regimen](#)

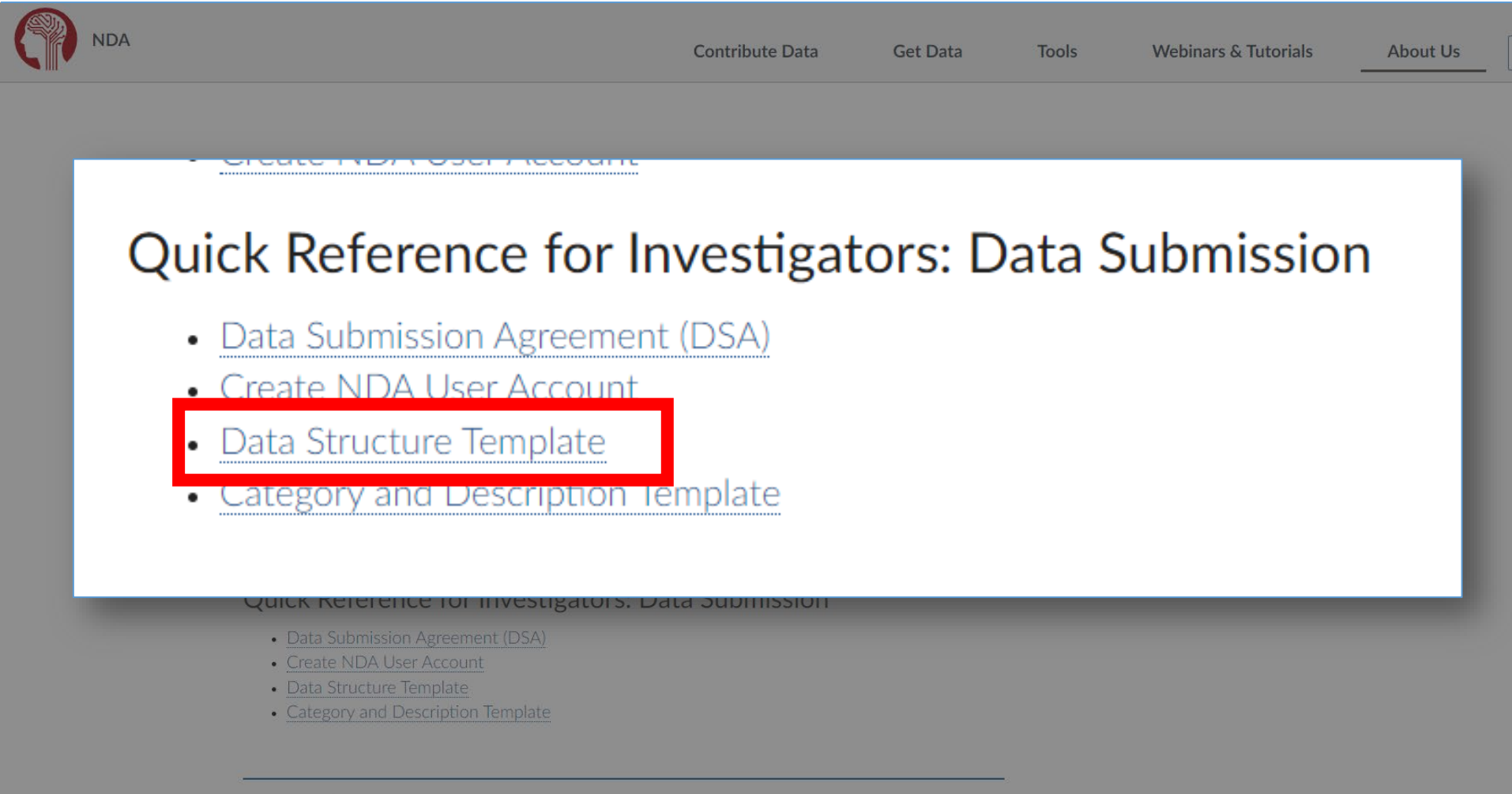
[Contact Us](#)

**[Forms and Templates](#)**

# Download the New Data Structure Template

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## 2. Click “Data Structure Template”



The image shows a screenshot of the NDA website. At the top left is the NDA logo, a stylized brain with circuitry. To its right is the text "NDA". Further right is a navigation menu with the following items: "Contribute Data", "Get Data", "Tools", "Webinars & Tutorials", and "About Us". Below the navigation menu is a white box containing a "Quick Reference for Investigators: Data Submission" section. This section lists four items: "Data Submission Agreement (DSA)", "Create NDA User Account", "Data Structure Template", and "Category and Description Template". The "Data Structure Template" item is highlighted with a red rectangular box. Below the white box, the same list of items is visible but faded.

NDA

Contribute Data Get Data Tools Webinars & Tutorials About Us

[Create NDA User Account](#)

### Quick Reference for Investigators: Data Submission

- [Data Submission Agreement \(DSA\)](#)
- [Create NDA User Account](#)
- [Data Structure Template](#)
- [Category and Description Template](#)

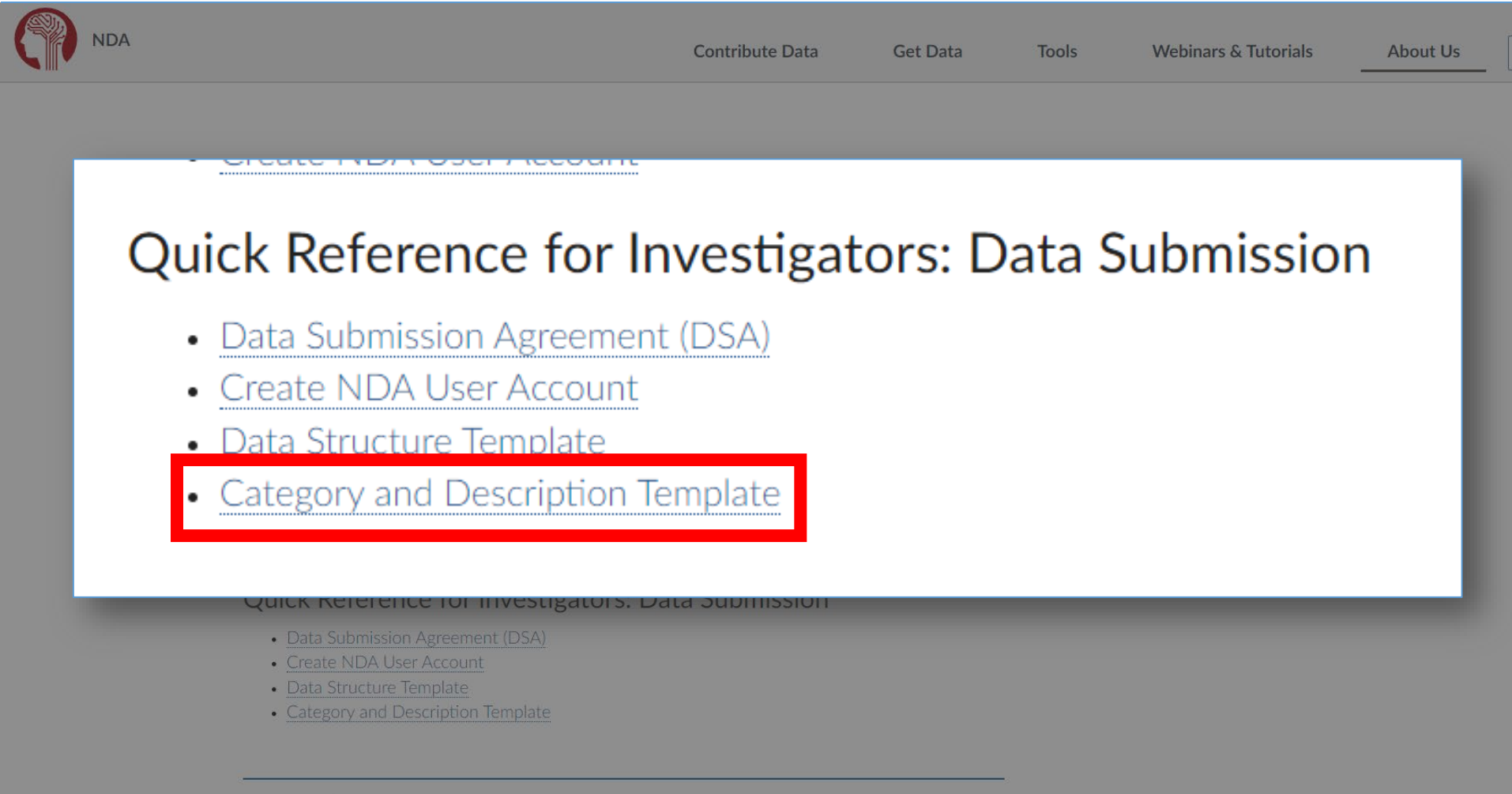
Quick Reference for Investigators: Data Submission

- [Data Submission Agreement \(DSA\)](#)
- [Create NDA User Account](#)
- [Data Structure Template](#)
- [Category and Description Template](#)

# Download the Category & Description Template

---

## 3. Click “Category and Description Template”



The image shows a screenshot of the NDA website. At the top left is the NDA logo, a stylized brain with circuit-like lines, followed by the text "NDA". To the right of the logo is a navigation menu with the following items: "Contribute Data", "Get Data", "Tools", "Webinars & Tutorials", and "About Us". Below the navigation menu, a white box highlights a list of links under the heading "Quick Reference for Investigators: Data Submission". The links are: "Data Submission Agreement (DSA)", "Create NDA User Account", "Data Structure Template", and "Category and Description Template". The "Category and Description Template" link is highlighted with a red rectangular border.

NDA

Contribute Data Get Data Tools Webinars & Tutorials About Us

Quick Reference for Investigators: Data Submission

- [Data Submission Agreement \(DSA\)](#)
- [Create NDA User Account](#)
- [Data Structure Template](#)
- [Category and Description Template](#)

Quick Reference for Investigators: Data Submission

- [Data Submission Agreement \(DSA\)](#)
- [Create NDA User Account](#)
- [Data Structure Template](#)
- [Category and Description Template](#)

# Complete the New Data Structure Template



National Institute  
of Mental Health



# Complete the New Data Structure Template

	A	B	C	D	E	F	G	H	I	
1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Instructions for Creating Template	Notes f
2	subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*			<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element.	
3	src_subject_id	String	20	Required	Subject ID how it's defined in lab/project				<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element.	
4	interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY				<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element.	
5	interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.		<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element	
6	gender	String	20	Required	Sex of subject at birth	M;F; O; NR	M = Male; F = Female; O=Other; NR = Not reported		<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element	
7	EXAMPLE_existing_element_name1								<b>If you found an existing Data Element,</b> only add the exact ElementName and highlight the cell in BLUE. You do not need to populate the other columns if you do not need changes to the Data Element.	
8	EXAMPLE_existing_element_name2				Description that needs changes	Value range that needs changes	Notes that need changes		<b>If you need changes to an existing Data Element,</b> 1. Add and highlight the ElementName in BLUE 2. Highlight your changes in YELLOW (see Rules in README)	
9	EXAMPLE_new_element_name	Integer		Recommended	EXAMPLE The question or description of the new element	1::3	1=never; 2=sometimes; 3=always;		<b>If you need to add a new data element,</b> populate Columns A-G and change text to RED.	
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

Structure template





# Complete the New Data Structure Template

- Prepopulated with 5 required Data Elements
- Provides instructions and examples:
  - Adding an existing Data Element
  - Requesting changes to an existing Data Element
  - Adding a new Data Element

ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Instructions for Creating Template	Notes f
subjectkey	GUID		Required	The NDAR Global Unique Identifier (GUID) for research subject	NDAR*			<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element.	
src_subject_id	String	20	Required	Subject ID how it's defined in lab/project				<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element.	
interview_date	Date		Required	Date on which the interview/genetic test/sampling/imaging/biospecimen was completed. MM/DD/YYYY				<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element.	
interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.		<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element	
gender	String	20	Required	Sex of subject at birth	M:F:O:NR	M = Male; F = Female; O=Other; NR = Not reported		<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element	
EXAMPLE_existing_element_name1								<b>If you found an existing Data Element, only add the exact ElementName and highlight the cell in BLUE.</b> You do not need to populate the other columns if you do not need changes to the Data Element.	
EXAMPLE_existing_element_name2				Description that needs changes	Value range that needs changes	Notes that need changes		<b>If you need changes to an existing Data Element,</b> 1. Add and highlight the ElementName in BLUE 2. Highlight your changes in YELLOW (see Rules in ReadMe)	
EXAMPLE_new_element_name	Integer		Recommended	EXAMPLE The question or description of the new element	1::3	1=never; 2=sometimes; 3=always;		<b>If you need to add a new data element, populate Columns A-G and change text to RED.</b>	stitute health

# Add an Existing Data Element in the Data Dictionary

1. Add a new row to the Definitions file.
2. Provide the **Element Name** as shown in the Data Dictionary.
3. Highlight ElementName in **blue**.
4. Any changes to the existing Element should be highlighted in **yellow**.

	A	B	C	D	E	F	G	H	I
1	ElementName	Data Type	Size	Required	ElementDescription	ValueRange	Notes	Aliases	Instructions for Creating Template
6	gender	String	20	Required	Sex of subject at birth	M;F; O; NR	M = Male; F = Female; O=Other; NR = Not reported		<b>DO NOT DELETE THIS ROW</b> This is a mandatory element and data must be submitted to this element
7	EXAMPLE_existing_element_name1								<b>If you found an existing Data Element</b> , only add the exact ElementName and highlight the cell in BLUE. You do not need to populate the other columns if you do not need changes to the Data Element.
8	EXAMPLE_existing_element_name2				Description that needs changes	Value range that needs changes	Notes that need changes		<b>If you need changes to an existing Data Element</b> , 1. Add and highlight the ElementName in BLUE 2. Highlight your changes in YELLOW (see Rules in ReadMe)
9	EXAMPLE_new_element_name	Integer		Recommended	EXAMPLE The question or description of the new element	1::3	1=never; 2=sometimes; 3=always;		<b>If you need to add a new data element</b> , populate Columns A-G and change text to RED.
10									

# Add an Existing Data Element in the Data Dictionary

1. Add a new row to the Definitions file.
2. Provide the **Element Name** and the **Structures short name** as shown in the Data Dictionary.
3. Highlight ElementName in **blue**.
4. Any changes to the existing Element should be highlighted in **yellow**.

	A	
1	<b>ElementName</b>	D:
6	gender	St
7	EXAMPLE_existing_element_name1	
8	EXAMPLE_existing_element_name2	

E	F	G	A
ElementDescription	ValueRange	Notes	
Sex of subject at birth	M;F; O; NR	M = Male; F = Female; O=Other; NR = Not reported	
Description that needs changes	Value range that needs changes	Notes that need changes	

# Add a New Data Element Rules

---

- Data Types
  - Integer: accepts positive and negative whole numbers
  - Float: accepts positive and negative decimals
  - String: accepts numbers, letters, and some special characters
  - Date: accepts dates in a MM/DD/YYYY format
- Data Type Rules
  - Integer elements are always preferred
    - Instead of requesting a String element with "No" and "Yes" values, request an Integer element with 0 and 1
  - String element value ranges are case-sensitive
  - Date elements should not have value ranges

# Add a New Data Element Rules

---

- Element Name Constraints
  - Must be unique across the entire NDA Data Dictionary
  - Can only contain at most 30 characters
  - Can only contain letters, numbers, and underscores
  - Cannot start with a number
- Element Size
  - Indicates the maximum number of characters for the data submitted to an element
  - The maximum size value is 4000
  - Sizes should be realistic, but not overly limiting
    - Example: do not request 4000 characters for a serial number element

# Add a New Data Element

1. Add a new row to the Definitions file.
2. Provide:
  - Element Name
  - Data Type
  - Size (if String Data Type)
  - Description
  - Value Range
  - Notes
3. Change row text to red.

1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	NOTES FOR THE USER	N
5	interview_age	Integer		Required	Age in months at the time of the interview/test/sampling/imaging.	0 :: 1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.		Standard element that must be submitted - DO NOT DELETE	
6	gender	String	20	Required	Sex of subject at birth	M;F; O; NR	M = Male; F = Female; O=Other; NR = Not reported		Standard element that must be submitted - DO NOT DELETE	
7	existing_element_name1								If you found an existing element, add the exact element name and highlight the cell in BLUE	
8	existing_element_name2				Description that needs changes	Value range that needs changes	Notes that need changes		If you need changes to an existing data element, highlight the cell(s) that need changes in YELLOW	
9	new_element_name	Integer		Recommended	The question or description of the new element	1::3	1=never; 2=sometimes; 3=always;		If you need to add a new data element, use red text	
11										

# Add a New Data Element

1. Add a new row to the Definitions file.
2. Provide:
  - Element Name
  - Data Type
  - Size (if String Data Type)
  - Description
  - Value Range
  - Notes
3. Change row text to red.

1	ElementName	DataType	Size	Required	ElementDescription	ValueRange	Notes	Aliases	NOTES FOR THE USER
5	interview_age	Integer		Required	Age in months at the time of the interview/text/consent/assess	0-1260	Age is rounded to chronological month. If the research participant is 15-days-old at time of interview, the appropriate value would be 0 months. If the participant is 16-days-old, the value would be 1 month.		Standard element that must be submitted. DO NOT DELETE
8	EXAMPLE_existing_element_name2						Description that needs changes	needs changes	Notes that need changes
9	EXAMPLE_new_element_name	Integer		Recommended	The question or description of the new element	1::3	1=never; 2=sometimes; 3=always;		
10									
8	existing_element_name2				Description that needs changes	Value range that needs changes	Notes that need changes		If you need changes to an existing data element, highlight the cell(s) that need changes in YELLOW
9	new_element_name	Integer		Recommended	The question or description of the new element	1::3	1=never; 2=sometimes; 3=always;		If you need to add a new data element, use red text
11									

# Complete the New Data Structure Template

---

- Includes 5 required Data Elements
- **Blue** highlight for existing NDA Data Elements as is
- **Yellow** highlight for changing an existing NDA Data Element
- **Red text** to add a new Data Element
  - Provides the following:
    - ElementName
    - Required
    - DataType
    - Element Description
    - Size
    - ValueRange
- Optional: Add any additional notes in the Notes for Curator column



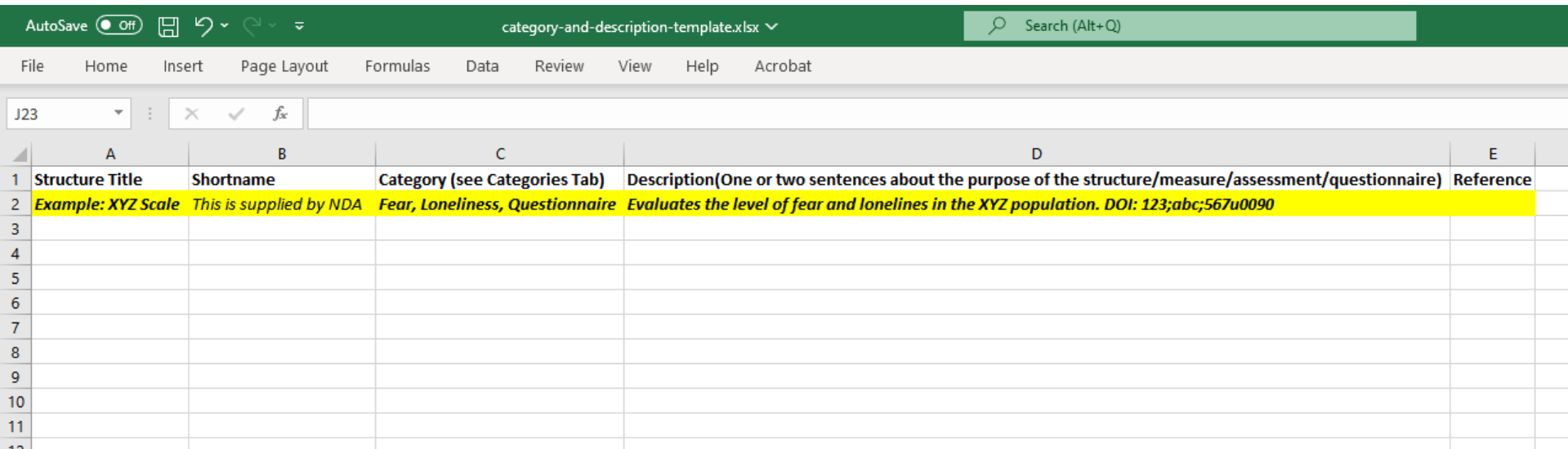
# Complete the Category & Description Template



National Institute  
of Mental Health

# Category & Description Template

Provides NDA the necessary metadata to create a new Structure when there is no DOI or publication



The screenshot shows an Excel spreadsheet with the following table structure:

	A	B	C	D	E
1	<b>Structure Title</b>	<b>Shortname</b>	<b>Category (see Categories Tab)</b>	<b>Description(One or two sentences about the purpose of the structure/measure/assessment/questionnaire)</b>	<b>Reference</b>
2	<i>Example: XYZ Scale</i>	<i>This is supplied by NDA</i>	<i>Fear, Loneliness, Questionnaire</i>	<i>Evaluates the level of fear and lonelines in the XYZ population. DOI: 123;abc;567u0090</i>	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

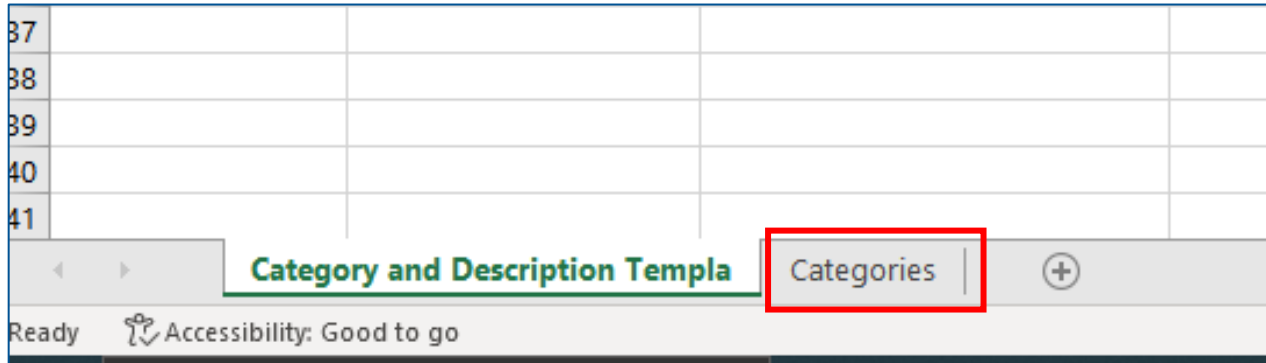
# Complete the Category & Description Template

1. Provide your Structure's Title.
2. Provide a description outlining the purpose of the Structure **including the DOI if applicable**.
3. Optional: Provide any Reference links, notes, etc. for the Data Curators to review.

	A	B	C	D	E
1	Structure Title	Shortname	Category (see Categories Tab)	Description(One or two sentences about the purpose of the structure/measure/assessment/questionnaire)	Reference
2	<i>Example: XYZ Scale</i>	<i>This is supplied by NDA</i>	<i>Fear, Loneliness, Questionnaire</i>	<i>Evaluates the level of fear and loneliness in the XYZ population. DOI: 123;abc;567u0090</i>	
3					
4					
5					

# Complete the Category & Description Template

4. Select the Categories tab towards the bottom.



5. Choose the Category(s) that best fits your Structure.

	A
1	<b>Category List</b>
2	ADHD
3	Abuse
4	Acoustics
5	Activity
6	Addiction
7	Adverse Events
8	Aggression
9	Anger
10	Anxiety

11	Arousal
12	Attention
13	Behavior
14	Body Image
15	Cognitive
16	Conflict
17	Coping
18	DTI
19	DTI, MRI, fMRI
20	Delusions

38	Fear
39	Food
40	Gen Test
41	Hallucinations
42	IQ
43	Life Events
44	Loneliness
45	MEG
46	MRI
47	Mania
48	Med History

# Complete the Category & Description Template

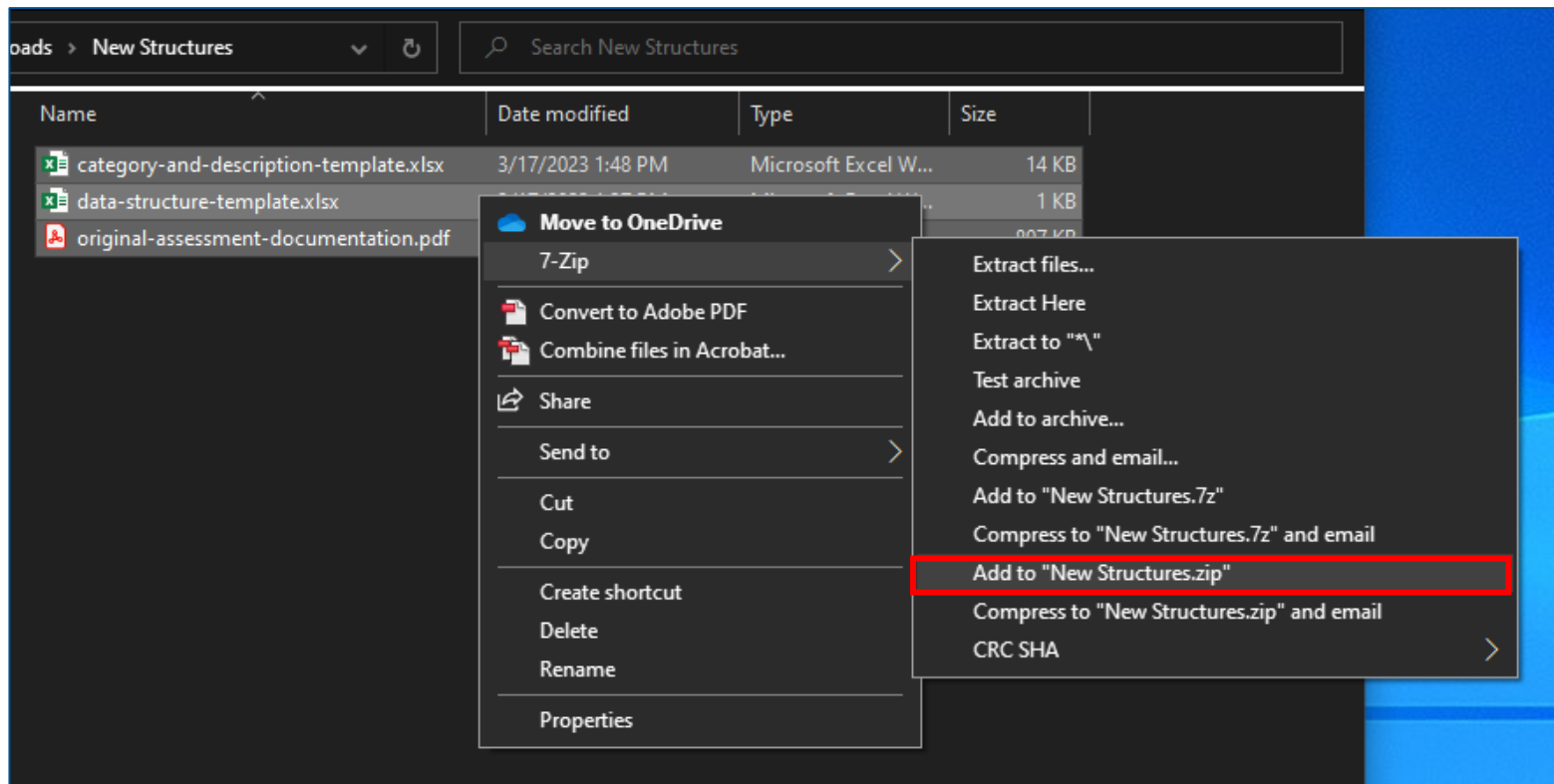
6. List the Category(s) under the Categories column.

The screenshot shows an Excel spreadsheet titled "category-and-description-template.xlsx". The spreadsheet has columns A through F and rows 1 through 5. Row 1 contains headers: A1 "Structure Title", B1 "Shortname", C1 "Category (see Categories Tab)", D1 "Description(One or two sentences about the purpose of the structure/measure/assessment/questionnaire)", and E1 "Reference". Row 2 contains an example: A2 "Example: XYZ Scale", B2 "This is supplied by NDA", C2 "Fear, Loneliness, Questionnaire", D2 "Evaluates the level of fear and lonelines in the XYZ population. DOI: 123;abc;567u0090". A red box highlights the C1 and C2 cells.

7. Save your file in the .xlsx format.

# Requesting a New Data Structure

1. Zip the 3 documents together into 1 file.
  - Original assessment documentation
  - DOI Information *or* Category and Description
  - New Data Structure Template







# Requesting a New Data Structure

2. Click on the green “+New Data Expected” button under your Collection’s Data Expected tab.

▼ **Data Expected List: Data Structures per Research Aims**

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

**+ New Data Expected** ?

Data Expected ▾	Targeted Enrollment ▾	Initial Submission ▾	Subjects Submitted ▾	Initial Share ▾	Subjects Shared ▾	Status ▾	Actions
Imaging (Structural, fMRI, DTI, PET, microscopy) ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	 
EEG ⓘ	180	03/01/2023	0	05/01/2027	0	Approved ⓘ	 

# Requesting a New Data Structure

## 3. Select “Request New Data Structure”

**Add New Data Expected**

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  **Request New Data Structure**

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

New Structure Title:

File to Upload:



# Requesting a New Data Structure

4. Enter the Targeted Enrollment, Initial Submission and Share Date matching your grant/data sharing agreement, and your Data Structure title.

**Add New Data Expected**

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

New Structure Title:

File to Upload:

# Requesting a New Data Structure

Your Data Structure title cannot closely match any existing Structure name in the Data Dictionary.

- Use a descriptive full title with proper capitalization
- Do not use abbreviations

**Add New Data Expected**

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

New Structure Title:

File to Upload:

# Requesting a New Data Structure

5. Click “Select File...” and select your zipped file in the file dialog.

The screenshot shows a web application interface for requesting a new data structure. The main form is titled "Add New Data Expected" and includes the following fields and options:

- Targeted Enrollment:** 100
- Initial Submission Date:** 07/15/2023
- Initial Share Date:** 11/15/2023
- New Structure Title:** Descriptive Title Here 1.0
- File to Upload:** [Empty text box] **Select File...** (highlighted with a red box)

The "Request New Data Structure" radio button is selected. Below the form are "Add Data Expected" and "Cancel" buttons. An "Open" file dialog window is overlaid on the right side of the form, showing the "Structure files" folder. The dialog lists the following files:

Name	Status	Date modified	Type
descriptive-title-structure-files.zip	✓	5/25/2023 12:01 PM	Compre
emrq01_modifications.xlsx	✓	6/23/2023 10:38 AM	Microso
image03_definitions_modifications.xlsx	✓	6/21/2023 9:08 AM	Microso

The "File name" field in the dialog is set to "descriptive-title-structure-files.zip" and the file type is "All Files (\*.\*)". The "Open" button is visible at the bottom right of the dialog.

# Requesting a New Data Structure

6. Click “Add Data Expected”.

### Add New Data Expected ✕

To add an existing Data Structure, enter its title in the search bar. If you need to request changes, select the indicator "No, it requires changes to meet research needs" after selecting the Structure, and upload the file with the request changes specific to the selected Data Structure. Your file should follow the [Request Changes Procedure](#). If the Data Structure does not exist, select "Request New Data Structure" and upload [the appropriate zip file](#).

Use/Modify Existing Data Structure  Request New Data Structure

Targeted Enrollment:

Initial Submission Date:

Initial Share Date:

New Structure Title:

File to Upload:

# Requesting a New Data Structure

You'll see your new Data Structure listed along with your file uploaded under Data Structure files.

▼ Data Expected List: Data Structures per Research Aims

These data structures are specific to your research aims and should list all data structures in which data will be collected and submitted for this NDA Collection. Please update the Targeted Enrollment number to accurately represent the number of subjects you expect to submit for the entire study.

+ New Data Expected ?

Data Expected	Targeted Enrollment	Initial Submission	Subjects Submitted	Initial Share	Subjects Shared	Status	Actions
Descriptive Title Here 1.0	100	07/15/2023	0	05/01/2027	0	Requested New	
Emotion Regulation Questionnaire	100	07/15/2023	0	05/01/2027	0	Approved	
EEG	180	07/15/2023	0	05/01/2027	0	Approved	
image	100	07/15/2023	0	11/15/2023	0	Change Requested	

Data Structure files:

- Descriptive Title Here 1.0 descriptive-title-structure-files.zip
- image image03\_modifications.xlsx

Your request will be reviewed by an NDA Data Curator at a later time. Please wait until a Data Curator reaches out regarding your request before submitting for the Data Structure.

# Updating your Data Expected List

Data Structure contains all questions you need?

1. Add it to your Data Expected
2. The Structure is ready for submission!

Data Structure contains some questions, but not all?

1. Search for your questions using the Data Dictionary - Data Elements Tool
2. Update the Structure's Definition file with your requested changes
3. Add the Structure and your updated Definition file to your Data Expected

Can't find any Data Structures that match your assessment?

1. Search for your questions using the Data Dictionary - Data Elements Tool
2. Edit and zip the New Structure Template and Category & Description Template with your original assessment document
3. Add it to your Data Expected

# Key Takeaways

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- Start updating your Data Expected list ASAP!
- You can always modify your Data Expected list
- Search NDA for existing Data Structures to add to your Data Expected
- Request changes > Creating a new Structure
- Required Data Elements must have a value; Recommended Data Elements can be left blank!
- Wait for a Data Curator to confirm they've completed your requests before submitting data

# More Questions?

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If you have further questions or would like a copy of the slide deck, please email the NDA Help Desk at [NDAHelp@mail.nih.gov](mailto:NDAHelp@mail.nih.gov).

Thank you for joining!



# Glossary

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- **Common Data Elements (CDEs)** – Data collection instruments that would be ideal for use by all mental health researchers conducting clinical research to facilitate and harmonize mental health data collection
- **Data Elements** – Represents single items such as questions, variables, parameters within a Data Structure and can occur in more than one Data Structure
- **Data Harmonization** – Process of modifying your data collection entities to match the Structure and format of the NDA Data Structures and Data Elements

# Glossary

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- **Data Structures** – Represent harmonized versions of user’s data collection entities with a version to be used directly for data submission
- **Data Structures per Research Aims** – Structures specific to the research aims of the grant in which data will be collected and submitted to NDA
- **Initial Share Date** – dates the data collected are anticipated to be shared with authorized researchers
- **Initial Submission** – prepopulated with your first NDA submission deadline; should follow the bi-annual submission deadlines

# Glossary

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- **Mandatory Data Structures** – Data Structures that require data submission per the [NDA Data Sharing Terms and Conditions](#) and [NOT-MH-20-067](#) for CDEs.
- **NDA Data Dictionary** – A searchable, editable collection of over 4000 harmonized Data Structures containing over 400,000 Data Elements
- **Targeted Enrollment** – the total number of human subject participants for your entire study from which data will be collected using a Data Structure.

# Where to Find Tutorials

## NDA Tutorials

Visit our available tutorials on contributing and getting data.

### Tutorials on Contributing Data

#### #1) [First Steps of Data Submission](#)

This tutorial outlines the steps required prior to submitting data to NDA.

#### #2) [Completing your Data Expected List](#)

The Data Expected List is a list of your data collection entities. Each entry in the Data Expected List must correspond to one or more NDA Data Structures. You must provide information about how many subjects will have data collected against each item in the list (Targeted Enrollment), as well as information about initial submission and share dates.

#### #3) [Preparing and Submitting Data](#)

This tutorial is intended for researchers who have completed their Data Expected List and are ready to start preparing and formatting their data using NDA Data Structures to submit in their NDA Collections.

#### #4) [Using the Validation and Upload Tool](#)

This set of video tutorials demonstrates how to use the NDA Validation and Upload Tool to verify your data are consistent with your Data Dictionary structures and how to upload them to the NDA. Alternately, data can be validated through a [python package and command-line client](#) that was developed to allow users to programmatically validate, package, submit, and/or download data.

# Templates

Found on the Forms and Templates page!

<https://nda.nih.gov/nda/forms.html>

## NIMH Data Archive Forms and Templates

All documents and reference materials for each phase of your research project are available on this page.

### Quick Reference for NIH-funded Investigators: Pre-Award

- [Data Sharing Regimen](#)
- [NDA Data Submission Cost Estimation Tool](#)
- [NDA Data Submission Cost Estimation Tool Video Tutorial](#)
- [Plain Language Description of NDA for use in Crafting Informed Consent Documents](#)
- [Certificate of Confidentiality](#)

### Quick Reference for Investigators: Data Access

- [Data Use Certification \(DUC\)](#)
- [Create NDA User Account](#)

### Quick Reference for Investigators: Data Submission

- [Data Submission Agreement \(DSA\)](#)
- [Create NDA User Account](#)
- [Data Structure Template](#)
- [Category and Description Template](#)