

## Request Biospecimens from NICHD DASH

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You must be registered, have an active NICHD DASH account and be logged in to the system to request biospecimens. You will be required to submit the following:

1. Biospecimen Request Form signed by the biospecimen requester
2. [NICHD DASH Material Transfer Agreement](#) signed by the Biospecimen Recipient and the Authorized Organization Representative (AOR) from the Recipient's institution. Please see the [NICHD DASH FAQs](#) for information on the AOR.
3. Proof of funding to obtain the biospecimens: Note that if you do not have funding for shipping and handling of the biospecimens you are requesting, you can obtain a Letter of Biospecimen Availability from DASH to apply for funding.

*Note: If you are interested in obtaining biospecimens from multiple studies, you will need to submit a separate Biospecimen Request Form and Material Transfer Agreement for each study.*

### 1. Add to Your Cart

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You can add biospecimens to your cart from the "Explore Biospecimens" page, from the table view or the list view (outlined in "Browse/Search for Biospecimens" section).

- Option 1: From Table View
- Option 2: From List View

# NICHD DASH User Tutorial

## Option 1: From Table View

1. Click the yellow “Login to add to Cart” button located on the top right of the page.

**Figure 1: Login to Add Biospecimen(s) to Cart, Table View**

The screenshot shows the NICHD DASH interface in Table View. The top navigation bar includes links for 'Explore Data', 'Explore Biospecimens', 'Submit Study', 'Resources', and 'Feedback'. A search bar is present with a dropdown menu set to 'Biospecimens'. On the left, a 'Filters' sidebar lists various attributes like 'Biospecimen', 'Study', 'Search by Subject ID', 'Search by Sample ID', 'Type', 'Anatomical Site', 'Biological Macromolecule', 'Donor Sex', 'Donor Race', 'Donor Ethnicity', 'Collection Container', and 'Preservative/Additive'. The main table displays 309,494 total results. The table has columns for 'Study', 'Subject Identifier', 'Unique Identifier', 'Visit/Collection Time', 'Type', and 'Anatomical Site'. A yellow button labeled 'Login to add to Cart' is located in the top right corner of the table area.

Study	Subject Identifier	Unique Identifier	Visit/Collection Time	Type	Anatomical Site
NCS	b34706627	EA0000663-AP01	Six months visit	(NCS) Air Filter	N/A
NCS	b28827306	EA0000333-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b29502506	EA0000875-AP01	Six months visit	(NCS) Air Filter	N/A
NCS	b30540322	EA0000595-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b38583166	EA0000584-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b25831279	EA0000834-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b25972069	EA0000541-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A

2. Enter your credentials to log in if you are not already logged in. Once you enter your credentials, you will be redirected back to the “Explore Biospecimens” page.
3. Click on biospecimens (rows) in the table and they will be highlighted in blue. Click the yellow “Add selected items to Cart” button to add your selection to your cart.

**Figure 2: Add Selected Biospecimens to Cart, Table View**

This screenshot shows the same NICHD DASH interface as Figure 1, but with four rows selected, highlighted in blue. The 'Add 4 selected biospecimens to Cart' button is now visible in the top right corner. The selected rows are:

Study	Subject Identifier	Unique Identifier	Visit/Collection Time	Type	Anatomical Site
NCS	b66405742	EA0000790-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b57021521	EA0000748-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b55410865	EA0000605-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A
NCS	b61570535	EA0000747-AP01	Pre-pregnancy visit	(NCS) Air Filter	N/A

# NICHD DASH User Tutorial

- You also may want to use the “Select all items on Page” button to quickly select all items on that page.

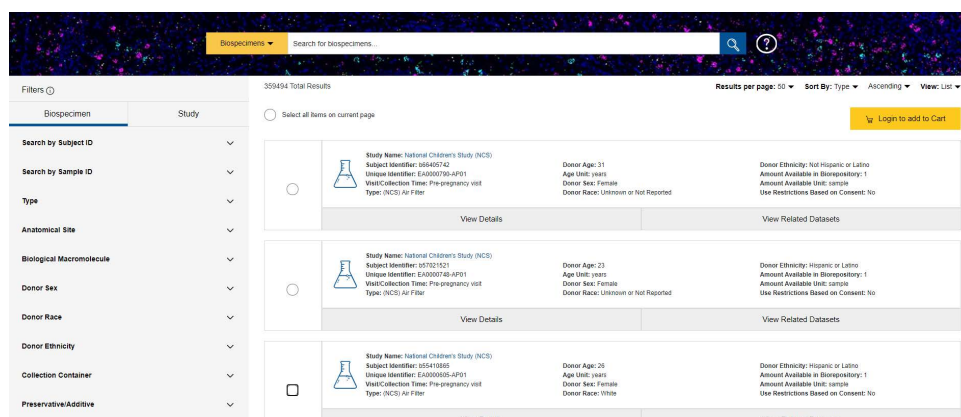
Figure 3: Select All Items on Page, Table View



## Option 2: From List View

- Click the yellow “Login to add to Cart” button located on the top right of the page.

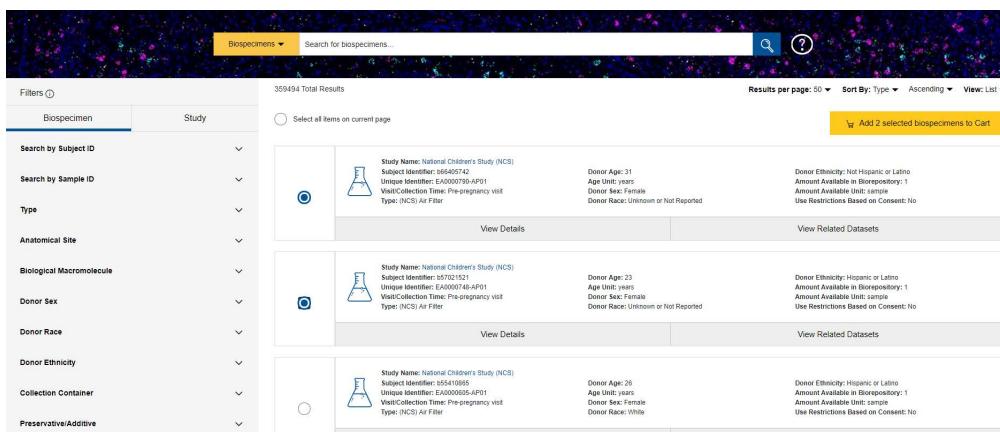
Figure 4: Login to Add Biospecimen(s) to Cart, List View



- Enter your credentials to log in. You will be redirected back to the “Explore Biospecimens” page.
- Click the circle on the left of each biospecimen to select it. Click the yellow “Add selected items to Cart” button to add your selection to your cart.

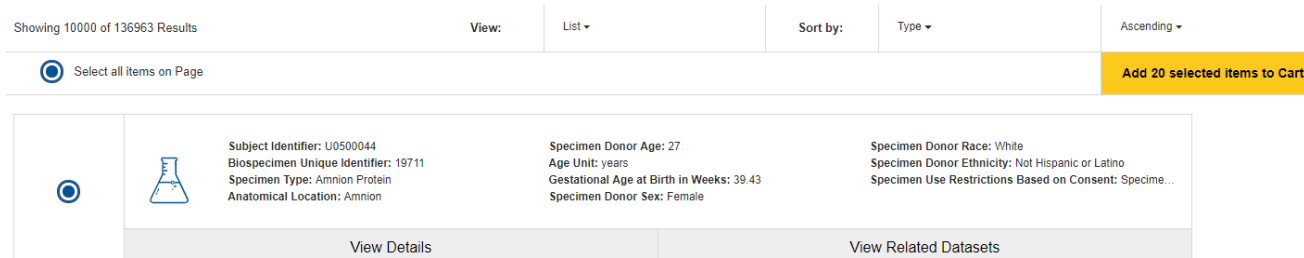
# NICHD DASH User Tutorial

**Figure 5: Add Selected Biospecimens to Cart, List View**



- You also may want to use the “Select all items on Page” button to quickly select all items on that page.

**Figure 6: Select All Items on Page, List View**




- From the “My Cart” page, you can remove biospecimens previously added to your cart. You can either:
  - Remove individual items by expanding the 'Show All Items' option and clicking on the bin icon to the right of the item name.
  - Remove the whole study from the cart by clicking on the 'Remove All' button located above the status bar.

# NICHD DASH User Tutorial

Figure 7: Remove Biospecimens from Cart

## Prospective Study of Perinatal Transmission of HIV Infection and Developmental Outcome of Children Infected with HIV: Mothers and Infants Cohort Study

 Remove All

**Request Name:** HIV Prospective Study Request


**Initiated:** December 18, 2018

**Content Requested:** Biospecimen

IN PROGRESS

Edit Request

 Hide All Items (7)

#	Biospecimen Unique Identifier	Subject ID	Visit Name	Collected Amount	Inventory Amount	Delete
1	97544	E0116B1	N/A	666.66 swab	-	
2	97545	E0116B1	N/A	666.66 swab	-	
3	97559	D0226B1	N/A	666.66 swab	-	
4	97564	D0226B1	N/A	666.66 swab	-	
5	97581	B0083M0	N/A	666.66 swab	-	
6	97591	B0092M0	N/A	666.66 swab	-	
7	97592	B0092M0	N/A	666.66 swab	-	

## 2. Complete a Biospecimen Request

After you have added biospecimens to your cart, you can start the data request process by following the instructions below.

1. Click on “My Cart” located at the top right of the NICHD DASH homepage.

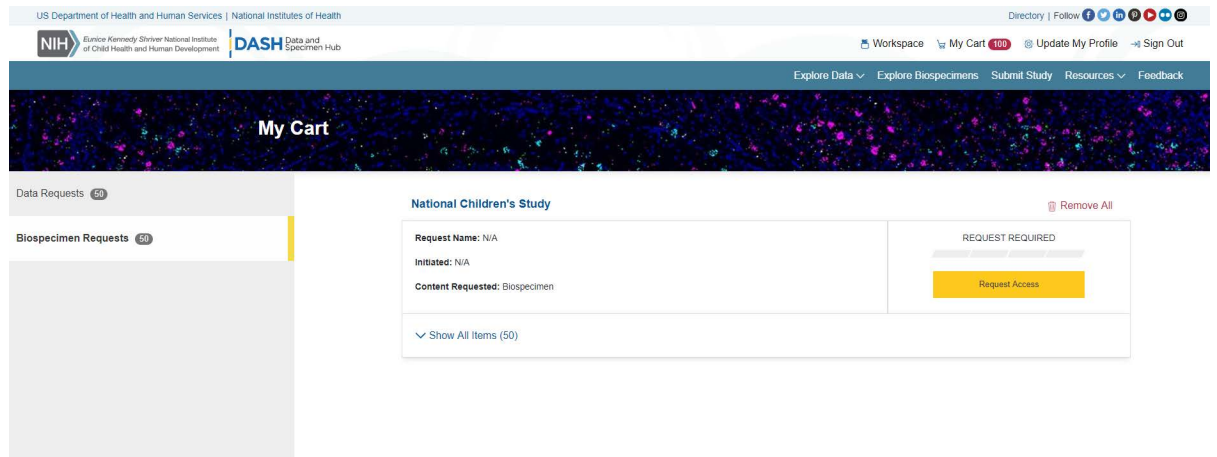
Figure 8: My Cart



2. Click on “Biospecimen Requests” in the left hand navigation pane.

# NICHD DASH User Tutorial

Figure 9: Biospecimen Requests Tab



3. The biospecimens you have added to your cart will be grouped by study. Click on "Request Access".

Figure 10: Initiate Biospecimen Request



4. The "Biospecimen Request Guidelines" pop-up window will provide guidance on the steps required to complete your biospecimen request. Click on "Continue" in the pop-up.

Figure 11: Biospecimen Request Guidelines

**Biospecimen Request Guidelines** ✕

Request biospecimens in four quick steps:

1. Verify that your research is compliant with participants' consent provisions (if any).
2. Complete online biospecimen request form.
3. Download biospecimen request package and obtain signatures.
4. Upload and submit biospecimen request package.

\* Note that once your request is approved, the biospecimen repository will contact you to arrange shipping.

Cancel Continue

5. You will then see a pop-up window that says "Verify Compliance with Requested Samples Subject Consent Levels". Some specimens have use restrictions based on consent; if applicable, you will be asked to verify that your research is compliant. Then click "Next".

Figure 12: Verify Compliance with Requested Samples Subject Consent Levels

**Verify Compliance With Requested Samples Subject Consent Levels** ✕

**Requested samples consent levels**

You are requesting 4 sample(s) that require compliance to participant's consent provisions. Please verify below whether your research is compliant with the following requirements.

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**Specimen use restrictions based on consent:** Only for secondary analysis of original study goals

[Show Samples \(4\)](#)

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☐ I comply with all compliance statements

Cancel

Next

6. If you have previously submitted a request, you will see a pop-up that asks if you would like to use information from previous requests. If you select "Yes", the "General" and "Study Information" sections will be prepopulated with the information you provided from the previous request you select from the dropdown list.



Figure 13: Use Information from Previous Requests

**Biospecimen Request Guidelines** ×

Would you like to use the same information from your previous DASH request(s) for data and/or biospecimens? You may edit the fields once they are pre-populated. The following sections in the request process will be pre-populated:

- General
- Study Information
- Research Team (for data requests only)

☒ Yes ☐ No

Please choose one from this list of your pending, approved, or denied previous requests.

Select a Request... ▼

Cancel

Start Request Process

7. Complete the Biospecimen Request Form. The left-hand navigation pane will show you the various sections you will need to complete to request biospecimens from DASH. All fields marked with an asterisk (\*) are required and must be completed to move on to the next page. The General page of the online Biospecimen Request Form will be prepopulated with the information you provided when you created your DASH account. Review the information and then click "Next".

# NICHD DASH User Tutorial

Figure 14: Provide General Information for Biospecimen Request

The screenshot shows the 'General' tab of the 'Request for biospecimens' form. On the left is a vertical navigation menu with six steps: General (active), Study Information, Selected Biospecimens, Generate Package, Upload Package, and Review and Submit. The main content area has a title, a note about asterisks, a 'REQUEST NAME' section with a text input field, and a 'REQUESTER INFORMATION' section with a table of account details.

**Request for biospecimens from "NISDI Pediatric Latin American Countries Epidemiological Study: A Prospective, Observational Study of HIV-infected Children at Clinical Sites in Latin American Countries"**

All fields marked with an asterisk ( \* ) are required.

**REQUEST NAME**

Request Name \*

*Name your request (128 Characters)*

**REQUESTER INFORMATION**

Please review your account information below. If you need to make any updates, please "save" your current request form progress and go to [Update My Profile](#) to make any updates.

Email Address	Dabic_Andrijana@bah.com	School/Division/Center	Booz Allen Hamilton
Name	Anya Dabic	Division Address	One Preserve Pkwy Rockville, MD, 20852
Job Title/Position	Consultant		
Institution	Booz Allen Hamilton		
Institution Type	For profit		
Phone	N/A		
Institution Address	One Preserve Pkwy Rockville, MD, 20852		

8. The "Study Information" page of the online Biospecimen Request Form requests information about the research study for which you will be using the biospecimens. Complete required fields marked by an asterisk (\*).

# NICHD DASH User Tutorial

**Figure 15: Provide Study Information for Biospecimen Request**

All fields marked with an asterisk ( \* ) are required.

## STUDY INFORMATION

Please fill out the fields below describing the study you are requesting biospecimens for.

### Request Project Title \*

Please enter a request project title that is less than 128 characters including spaces.

*Please enter your project title (128 Characters).*

### Research Plan \*

Please enter a research plan that is less than 1024 characters including spaces.

*Please enter your research plan (1024 Characters).*

### Design and Analysis Plan \*

Please enter a design and analysis plan that is less than 1024 characters including spaces. In the description please include specific aims, a short abstract of the design and analysis plan.

*Please enter your design and analysis plan (1024 characters).*

9. The “Funding Information” section of the “Study Information” page asks you to select your funding status, indicating whether you have funding to pay for biospecimen shipping and handling, or if you are applying for funding for this biospecimen request. If you have funding, you will be prompted to enter additional details about your funding source and funding type. If your study has multiple funding sources and/or multiple identifying numbers, please make a new funding information entry for each funding source by clicking on “Add Funding Information”.

## NICHD DASH User Tutorial

Figure 16: Provide Funding Information for Biospecimen Request

### FUNDING INFORMATION

#### Funding Status \*

☒

I have funding to pay for biospecimens shipping and handling

☐

I am applying for funding for this biospecimen request

#### Funding Source \*

☐

NIH Extramural

☐

NIH Intramural

☐

Other

#### Funding Type \*

☐

Contract

☐

Grant

☐

Other

Identifying Number. Put "N/A" if Unknown \*

*Enter the identifying number*

Add Funding Information

10. Principal Investigator (PI) section asks information about the PI for your study. If you are the PI, click on "Use information from my registered account". The PI must register as a user in NICHD DASH. They must also be registered under the same institution as the person requesting NICHD DASH biospecimens for a study. If you are not the PI, select a registered user from your institution from the dropdown list. If the PI has not already created an NICHD DASH account, please ask him or her to do so, and then you can return to this section to complete your request. There is a "Save" button located at the bottom of every page so that you can return to your request and edit it.
11. The Authorized Representative (Institutional Business Official) section require you to provide the name and contact information for the Authorized Organization Representative (AOR) from your institution. NIH defines the Authorized Organization Representative as, "the individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards". Please see the [NIH Grants Glossary page](#) for additional details. This is the person from your institution with the authority to sign your Material Transfer Agreement. The Authorized Organization Representative does not need to be registered in DASH. However, if they are a registered user and you enter their registered email address, the system will automatically populate the appropriate user information.

## NICHD DASH User Tutorial

**Figure 17: Provide Principal Investigator and Authorized Representative Information for Biospecimen Request**

### PRINCIPAL INVESTIGATOR

☐

Use information from my registered account

### AUTHORIZED REPRESENTATIVE (Institutional Business Official)

Email Address \*

*Please enter Email Address*

Title

Title ▼

First Name \*

*First Name*

Last Name \*

*Last Name*

M.I.

*M.I.*

Job Title/Position \*

*Job Title/Position*

Phone Number

*Please enter Phone Number (XXX-XXX-XXXX)*

Division \*

Select a division... ▼

Unable to find your division in the dropdown list? [Click here to add your division](#)

- On the "Selected Biospecimens" page you must fill in the amounts of biospecimens you are requesting. You must select minimum amounts for each biospecimen. You may also specify an optimal amount; if you leave optimal amount blank, it will be populated with the minimal amount. You may also auto-populate all the fields by selecting minimum amount at the top of the section and clicking on "Apply". If you auto-populate all of the fields this way, you may still change amounts for individual biospecimens.

## NICHD DASH User Tutorial

Figure 18: Biospecimen Amounts to be Requested

### BIOSPECIMEN AMOUNTS BEING REQUESTED\*

Select minimum amount for each biospecimen you are requesting. You may also auto-populate all the fields by selecting minimum amount at the top of the section and clicking on "Apply." If you auto-populate all of the fields this way, you may still change amounts for individual biospecimens.

Plasma

Auto-populate amounts for biospecimens in **Plasma** group:

Optimal

Minimum

Unit

1

1

ml

Apply

#	Biospecimen Unique Identifier	Subject ID	Visit Name	Collected Amount	Inventory Amount	Optimal Amount	Minimum Amount
1	4056722	DP00260X	N/A	2 ml	-	<div>1ml</div>	<div>1ml</div>
2	4053140	DP00131X	N/A	2 ml	-	<div>1ml</div>	<div>1ml</div>
3	4067222	DP00131X	N/A	2 ml	-	<div>1ml</div>	<div>1ml</div>
4	4068705	DP00131X	N/A	2 ml	-	<div>1ml</div>	<div>1ml</div>
5	4070732	DP00131X	N/A	2 ml	-	<div>1ml</div>	<div>1ml</div>
6	4070713	DP00460X	N/A	2 ml	-	<div>1ml</div>	<div>1ml</div>

*Note: Please read the Biospecimen Availability Disclaimer and the Price Estimate Disclaimer carefully.*

13. Read the information on the "Generate Package" page, and then click "Confirm and Generate Package". The system will generate a biospecimen request package and send it to you via email. This package includes your NICHD DASH Biospecimen Request Form and Material Transfer Agreement that require signatures from you and your Authorized Organization Representative. Note that if you do not have funding, the DASH administrator will separately email you the Letter of Biospecimen Availability

# NICHD DASH User Tutorial

Figure 19: Confirm and Generate Package for Biospecimen Request

## Request for biospecimens from "NISDI Pediatric Latin American Countries Epidemiological Study: A Prospective, Observational Study of HIV-infected Children at Clinical Sites in Latin American Countries"

All fields marked with an asterisk ( \* ) are required.

### GENERATE PACKAGE

All of the documentation required for your biospecimen request will be automatically generated when you click on "Confirm and Generate Package." Please review your entries and make any necessary changes before you click on "Confirm and Generate Package."

You will receive the Biospecimen Request Package by email – please review all documents before you obtain the necessary signatures. The Requester is responsible for coordinating with all parties involved to collect the required signatures to complete the biospecimen request.

If you need to edit your biospecimen request after your Biospecimen Request Package has been generated, you must make these changes in the DASH System; you must not edit the content of the system generated Biospecimen Request Form or Material Transfer Agreement documents provided to you via email. If you need to edit any fields after receiving the Biospecimen Request Package, you must log back into the system, go to "My Cart," click on the "Edit Request" button of the particular request, make your edits, and then re-generate your request package again.

The following documents will be included in the package:

- Biospecimen Request Form
- Material Transfer Agreement

Note that if you indicated your funding is not yet available, you will receive a Letter of Availability for the requested biospecimen within 24 hours. This letter will be signed by the DASH Administrator so that you may apply for funding.

The Biospecimen Request Form, Material Transfer Agreement, and Letter of Availability can be provided in a format that is easier for people with disabilities to access (508 Compliant). If you or your team need these documents to be made 508 Compliant for you to complete your data request, please email [SupportDASH@mail.nih.gov](mailto:SupportDASH@mail.nih.gov).

[< PREVIOUS](#)

Confirm and Generate Package

[NEXT >](#)

*Note: Do not make changes to or add information in the Biospecimen Request Package you receive. If you make any changes to your biospecimen request after the system has generated the package, your request package will be invalidated, and you will need to generate your request package again. If there are changes to the request, login to NICHD DASH, make the changes to your Biospecimen Request and generate a new Biospecimen Request Package.*

14. Please review all documents in the Biospecimen Request Package prior to requesting appropriate signatures from your institution. The requester is responsible for coordinating with all parties involved and collecting all signatures required to complete the biospecimen request.
15. To upload the package after obtaining all necessary signatures, scan your documents and log back in to the DASH system. Click on "My Cart" at the top of the DASH homepage to begin. Click on "Biospecimen Requests". Next to the requested study, click "Edit Request". You will be directed to the "Upload" page.

# NICHD DASH User Tutorial

Figure 20: My Cart

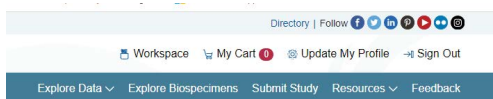


Figure 21: Edit Biospecimen Request

## NISDI Pediatric Latin American Countries Epidemiological Study: A Prospective, Observational Study of HIV-infected Children at Clinical Sites in Latin American Countries

Remove All

**Request Name:** Observational Study of HIV-infected Children

**Initiated:** December 21, 2018

**Content Requested:** Biospecimen

IN PROGRESS



Edit Request

[Show All Items \(4\)](#)

16. Click the dashed boxes and select the appropriate file from your computer to upload each required file. Each required file must be uploaded separately.

Figure 22: Upload Packages for Biospecimen Request



## NICHD DASH User Tutorial

17. Once you have uploaded your documents, click “Next” to move to the “Review & Submit” page. This page shows all of the information you have entered thus far; please carefully review this page for accuracy and completeness. Then click the “Submit” button to submit your request.
18. Your biospecimen request will be reviewed by the Biospecimen Access Committee. You will be notified via email if any updates or additional information are needed for your request. You will also be notified by email if your request is approved or not approved. You may check on the status of your biospecimen request at any point from your cart.