

Request Data

You must have an active NICHD DASH account and be logged into the system to request data from the NICHD DASH. You may request data from any study archived in NICHD DASH. Please consult the [Data Request Checklist](#) before requesting Data. You will be required to submit the following:

1. Data Request Form signed by the Data Requester
2. [NICHD DASH Data Use Agreement](#) signed by the Data Recipient and the Authorized Organization Representative (AOR) from your institution. Please see the [NICHD DASH FAQs](#) for additional information on the AOR.
3. Institutional Review Board (IRB) approval, if required for the requested study data (as shown on the Study Overview page)

Note: If you are interested in obtaining datasets from multiple studies, you will need to submit a separate Data Request Form, NICHD DASH Data Use Agreement, and IRB approval (if applicable) for each study.

1. Add to Your Cart

You can add data to your cart in a number of different ways.

Option 1: "Explore Studies" Page

From the "Explore Studies" page (outlined in "Explore Study" section) you can click the yellow "Add to Cart" button located on the right on each study. This will add all items associated with that study to your cart.

Figure 1: "Add Study to Cart" from the "Explore Studies" Page

The screenshot shows a sidebar on the left with filter options under 'Topic', 'Subjects By Sex', and 'Subjects By Life Stage'. The main content area displays a study card for the 'Genomic and Proteomic Network for Preterm Birth Research Expression Profiling Study (GPN-PBR EP)'. The card includes a document icon, the study title, and the following details:

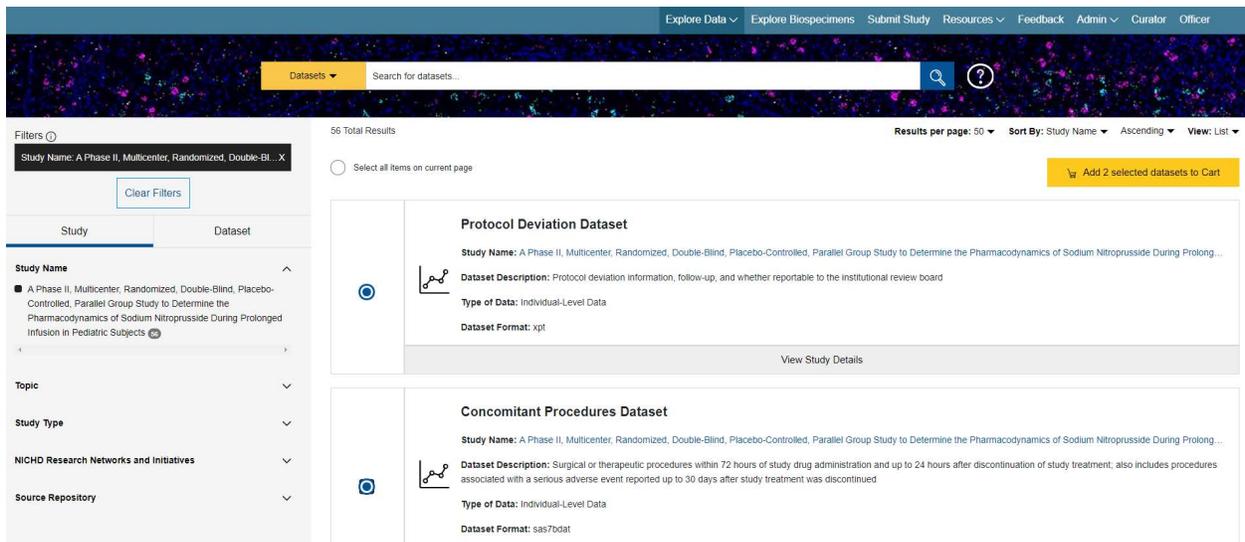
- NICHD Division/Branch/Center:** DER - Pregnancy and Perinatology Branch (PPB)
- Clinical Research Network Name:** Genomic and Proteomic Network (GPN) for Preterm Birth Research
- Study Description:** An observational study of 60 women enrolled at the time of preterm or term cesarean delivery; when maternal and neonatal specimens were collected for DNA, RNA expression profiling, proteomic and metabolomic analyses, measurements of markers of pregnancy exposure, epigenetics, and histology. Participants were further grouped according to presence or absence of spontaneous onset of labor either in the presence or absence of premature rupture of membranes (preterm or term). Only data from participants who consented to secondary use of their data are included in this archive (49 women). Biospecimens are available.
- Study Type:** Other Types of Clinical Research
- Topic:** Preterm Labor and Birth
- Keywords:** PROM - Premature rupture of membranes, Preterm spontaneous labor with preterm delivery
- Requires IRB approval to obtain data:** No
- Study data availability in DASH:** All data for the study is available in DASH

At the bottom right of the study card is a yellow button labeled 'Add to Cart' with a shopping cart icon.

Option 2: From “Explore Datasets” Page

From the "Explore Datasets" page (outlined in "Browse/Search Datasets" section) you can click the circle to the left of each dataset to select it. You can click “Select all items on Page” to select all of the items displayed on the page. Then you can click the yellow “Add [Number] of items to Cart” button to add the selected items to your cart.

Figure 2: “Add Study to Cart” from the “Explore Datasets” Page



Option 3: From “Explore Documents” Page

From the "Explore Documents" page (outlined in "Browse/Search Documents" section) you can click the circle to the left of each document to select it. You can click “Select all items on Page” to select all of the items displayed on the page. Then you can click the yellow “Add [Number] of items to your cart” button to add the selected items to your cart.

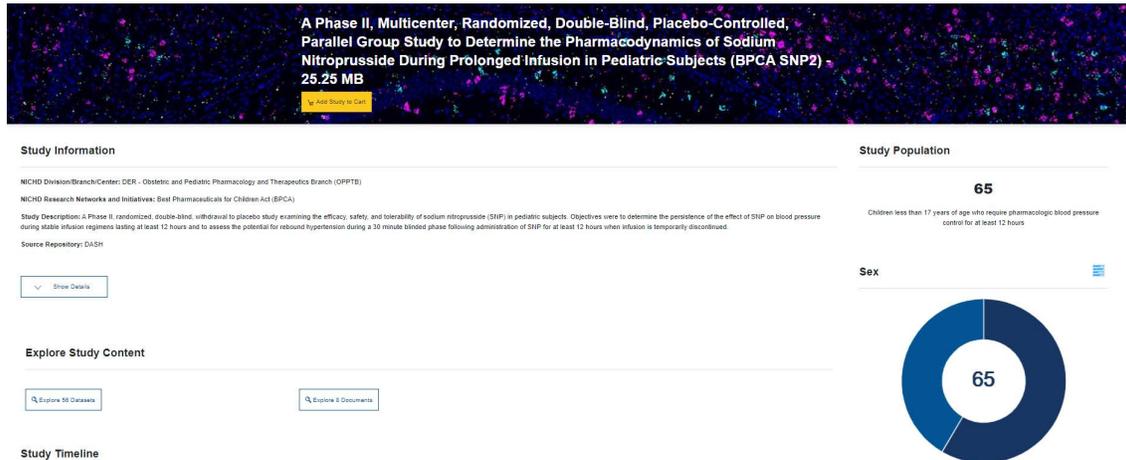
Figure 3: “Add Study to Cart” from the “Explore Documents” Page

The screenshot displays the 'Explore Documents' interface. On the left, a 'Filters' sidebar is active, showing a selected filter for 'Study Name: A Phase II, Multicenter, Randomized, Double-Bl...'. A 'Clear Filters' button is visible. The main content area shows 8 total results. Two items are selected, indicated by blue circles. The first item is 'SNP2 Protocol v1_20080201 to v5_20110225', with a document description and type of 'Study Protocol'. The second item is 'SNP2 Manual of Procedures v4_20091021', with a document description and type of 'Manual of Operations'. A yellow button at the top right of the results area says 'Add 2 selected documents to Cart'. At the top right, there are controls for 'Results per page: 50', 'Sort By: Study Name', 'Ascending', and 'View: List'.

Option 4: From the “Study Overview” Page

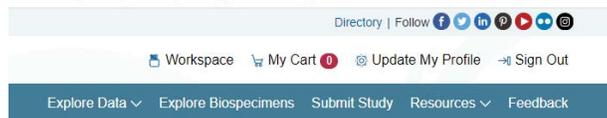
Each study has a “Study Overview” page, which is accessible from any of the Browse/Search methods outlined in “Browse Studies/Search Data” Section. When you are on the “Study Overview” page, click on “Add Study to Cart” located below the study name. This will add all items associated with that study to your cart.

Figure 4: “Add Study to Cart” from the “Study Overview” Page



You can continue exploring data after adding items to your cart. You can click “My Cart” at the top navigation bar to view all the items you have added to your cart, or click “View in Cart” from either the “Explore Studies” or “Study Overview” page for the items you have added.

Figure 5: “My Cart” Button



From the “My Cart” page, you can remove items 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.

Figure 6: “Delete from Cart” button

A Pilot Study to Identify and Describe the Male Networks of Adolescent and Young Adult Women Enrolled in ATN 067 Remove All

Request Name: N/A
 Initiated: N/A
 Approval Policy: Study Level Approval
 Content Requested: Data Download

REQUEST REQUIRED

Request Access

[^ Hide All Items \(57\)](#)

< 1 2 3 4 ... 6 >

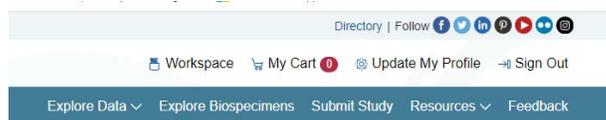
#	Item Name	Item Type	File Size	Delete
1	ATN084_Codebook.pdf	Document	701.79 KB	
2	ATN084 Version 1.0 20090914.pdf	Document	1.06 MB	
3	ATN084 Version 2_0_20100507.pdf	Document	981.13 KB	
4	01 ATN 084 E E Form Final 20100507_SAS.pdf	Document	310.9 KB	
5	21 ATN 084 HIV Results Form Final 20100119 SAS.pdf	Document	78.95 KB	
6	33 ATN 084 Visit Components Tracking Form Final 20100119 SAS.pdf	Document	143.04 KB	
7	70 ATN 084 Additional Visit Form Final 20091104_SAS.pdf	Document	248.8 KB	
8	71 ATN 084 Male Partner Recruitment Form Final 20090921 SAS.pdf	Document	36.75 KB	
9	90 ATN 084 Visit Report Form Final 20090921 SAS.pdf	Document	30.25 KB	
10	91 ATN 084 Data Explanation Form Final 20090921 SAS.pdf	Document	44.09 KB	

2. Complete a Data Request

After you have added study items (datasets or documents) to your cart, you can start the data request process by following the instructions below. The status of each study request is also displayed in “My Cart” (i.e. ‘request required’, ‘request initiated’, and ‘request submitted’), which you can check at any time during the approval period. You will be unable to edit or delete a request after your request has been submitted.

1. Click on “My Cart” located at the top right of the menu bar.

Figure 7: “My Cart” Location on Menu Bar



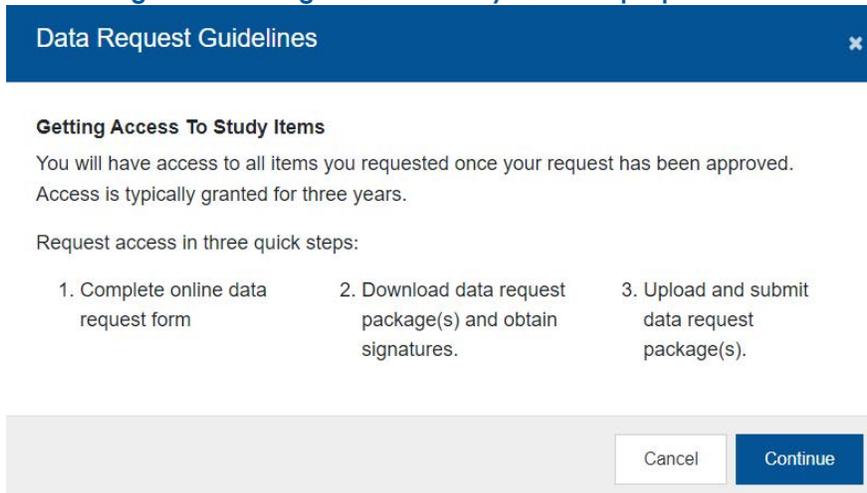
2. Under the “Data Requests” tab, the study items in your cart are grouped by study. Click on “Request Access” to initiate the data request.

Figure 8: Requesting Access through the “My Cart” Page



3. “Data Request Guidelines” pop-up window will provide guidance on how to access Study Items. Click on “Continue” in the pop-up.

Figure 9: “Getting Access to Study Items” Pop-Up Window



4. 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”, “Request Information”, and “Research Team” sections will be prepopulated with the information you provided from the previous request you select from the dropdown list.

Figure 10: Use Information from Previous Requests

Use Information From Previous Request(s)
✕

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

5. Complete the Data Request Form. The left-hand navigation pane will show you the various sections you will need to complete to request data from NICHD 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 Data Request Form will be prepopulated with the information you provided when you created your NICHD DASH account. Review the information and then click "Next".

Note: You may start and stop this process at any time, and resume at the section where you left off. Be sure to click "Save" at the bottom of the window you are working on so your work is available when you return.

Figure 11: "General" Page of Data Request Form

Request for "Extremity Constraint Induced Therapy Evaluation Trial"

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	gorelik.ira2015@yandex.com	School/Division/Center	Booz Allen Hamilton
Name	Irina Beylin	Division Address	One Preserve Pkwy Rockville, MD, 20852
Job Title/Position	tester		
Institution	Booz Allen Hamilton		
Institution Type			
Phone	2129918799		
Institution Address	One Preserve Pkwy Rockville, MD, 20852		

[SAVE](#) [NEXT >](#)

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

Figure 12: "Study Information" Page of Data Request Form

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

STUDY INFORMATION

Please fill out the fields below describing the study you are requesting data 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 provide a brief description of the study to include study aims/goals, hypothesis that will be tested, methodology to be used, and the expected outcomes.

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)

7. The “Funding Information” section of the “Study Information” page asks you to indicate your funding source, which can be NIH intramural, NIH extramural, or other. You will also be asked to include the Funding Institution, Funding Type and the Identifying Number attached to that Funding Type.

Select your funding source. A dropdown list appears to select the funding institution. If the funding institution for this project is not listed, click “Click here to add an institution” and complete the required fields.

Select the funding type, and enter the Identifying Number for your funding.

If you select “Other” for the funding source or funding type you must specify the type of funding source or funding type in the required field.

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”.

Figure 13: "Funding Information" Page of Data Request Form

FUNDING INFORMATION

Funding Source *

NIH Extramural
 NIH Intramural
 Other

Select one or more institutions. Hold Ctrl key for selecting multiple institutions *

Attain, LLC

Ballet company

Bill & Melinda Gates Foundation

Birds Cage

Booz Allen Hamilton

Dartmouth College

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

Funding Type *

Contract
 Grant
 Other

If Other, please specify *

Enter other funding type

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

Enter the identifying number

[Add Funding Information](#)

8. The 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 data 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 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.
9. The Authorized Representative (Institutional Business Official) section requests the name and contact information for the Authorized Organization Representative 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 Data Use 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.

Figure 14: Principal Investigator and Authorized Representative

PRINCIPAL INVESTIGATOR

Principal Investigator *

Please select a user from your institution

Use information from my registered account

AUTHORIZED REPRESENTATIVE (Institutional Business Official)

Email Address *

Please enter Email Address

Title First Name * Last Name * M.I.

Title First Name Last Name M.I.

Job Title/Position * Phone Number

Job Title/Position 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](#)

10. Click “Next” when complete. This will save your work and move to the next page. You may also click on “Save” to save completed sections without leaving the page.

Figure 15: Navigation Buttons



11. The “Research Team” page asks for information about Affiliates, Associates, and Collaborators.

- Affiliates are individuals within your institution, for whom access to Data is required to carry out the Research Plan. Affiliates are permitted to access and download Data directly from NICHD DASH. Note: All listed affiliates must be registered DASH users.
- Associates are individuals employed by other institutions that will be allowed to access data and will be covered under your institution’s Data Use Agreement. They will not be permitted by the DASH system to access or download Data directly; instead, they must access Data only within your data platform and must not download Data from your data platform to their own local data platform or devices.

- Collaborators are individuals at other institution under the supervision of other Principal Investigators working collaboratively on the same research plan. Note that Collaborators must submit a separate Data Request Form and sign a separate DUA with NICHD.

Figure 16: “Research Team” Page of Data Request

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

AFFILIATES

Will you have Affiliates as part of this Data Use Agreement? Affiliates are individuals within your institution, for whom access to Data is required to carry out the Research Plan. Affiliates are permitted to access and download Data directly from NICHD DASH. *

Note: All listed affiliates must be registered DASH users.

Yes No

Please select your affiliates from the dropdown list and click the "Add an Affiliate" button. This list includes registered DASH users from your institution. If you are unable to find your affiliates in the list, please ask them to register and activate an account in DASH. When their accounts are active, you will be able to find them in the list and add them to your list of affiliates. Please do not proceed to the next step until you have added all of your affiliates who will have access to the requested data.*

Select a user from your institution... 

Add Affiliate

ASSOCIATES

Will you have Associates as part of this Data Use Agreement? Associates are individuals employed by other institutions that will be allowed to access data and will be covered under your institution's Data Use Agreement. They will not be permitted by the DASH system to access or download Data directly; instead, they must access Data only within your data platform and must not download Data from your data platform to their own local data platform or devices. *

Yes No

COLLABORATORS

Will you have Collaborators? Collaborators are individuals at other institution under the supervision of other Principal Investigators working collaboratively on the same research plan? *

Note: Collaborators must submit a separate Data Request Form and sign a separate DUA with NICHD.

Yes No

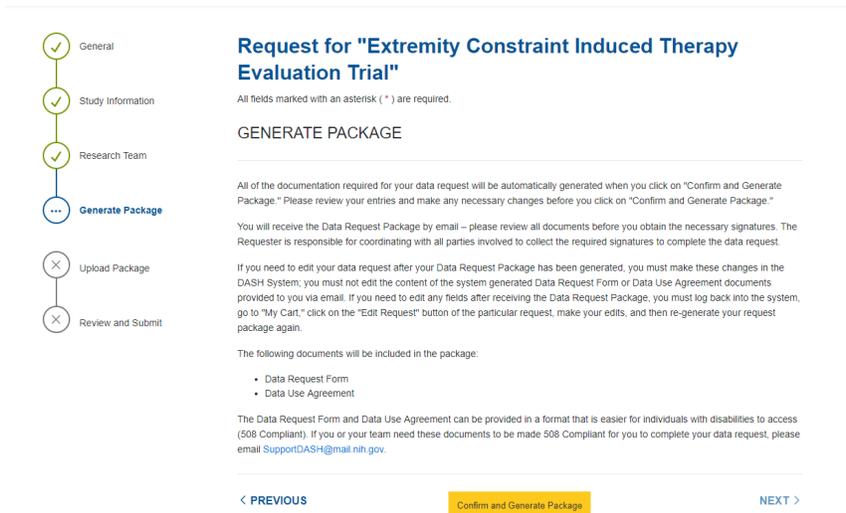
12. If no additional Research Team members require access, select “No” and then click “Next”. Otherwise select “Yes” to add the appropriate Research Team members.

- If affiliates from your institution will be using the data, select your affiliates from the dropdown list and click on the "Add Affiliate" button. You may select more than one affiliate. Affiliate names will appear below in the dropdown list. To remove an Affiliate, click on the "X" to the right of the name.
- To add Associates and Collaborators, enter their institution and fill in the required information.

Note: All affiliates must be pre-registered in DASH for their name to appear in the dropdown list. If you are unable to select an affiliate, save your work by clicking on the "Save" button and return to this page when your affiliates have registered. Do not continue to the "Generate Package" section until you have completed this section, as you will not be able to add affiliates to this request once your package is generated.

13. When you have finished adding Research Team members names, click "Next."
14. Read the information on the "Generate Package" page, and then click "Confirm and Generate Package". The system will generate a data request package and send it to you via email. This package includes your NICHD DASH Data Request Form and Data Use Agreement that require signatures from you and your Authorized Organization Representative.

Figure 17: "Generate Package" Page



Note: Do not make changes to or add information in the Data Request Package you receive. If you make any changes to your data request (e.g. adding or removing affiliates) 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 NICHS DASH, make the changes to your Data Request and generate a new Data Request Package.

15. Please review all documents in the Data 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 data request.
16. To upload the package after obtaining all necessary signatures, scan your documents and log back in to the NICHD DASH system. Click on "My Cart" at the top of the NICHD DASH homepage to begin. Next to the requested study, click "Edit Request". You will be directed to the "Upload" page.
17. Click the dashed boxes and select the appropriate file from your computer to upload each required file. Each required file must be uploaded separately. In the example below, two of the three required documents have been uploaded.

Figure 18: "Upload Completed Data Request Package" Page of the Data Request Form

Request for "Extremity Constraint Induced Therapy Evaluation Trial"
 All fields marked with an asterisk (*) are required.

Upload Completed Data Request Package

After obtaining all of the necessary signatures, upload the documents for your data request in the areas below.

Data Request Form *
 Please upload your data request form

Data Use Agreement *
 Please upload your data use agreement

< PREVIOUS SAVE NEXT >

18. 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.
19. Your data request will be reviewed by the NICHD DASH Data Access Committee and possibly by a study-specific approval entity such as the Steering Committee of the study you requested. 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 data request at any point from your cart.