

NICHD Data and Specimen Hub (DASH)

Guide for Authorized Organizational Representative (AOR)/Signing Official

You have been identified as the Authorized Organizational Representative (AOR)/Signing Official by a staff member (hereafter referred to as 'Requester') from your institution/company who is requesting data from National Institute of Child Health and Human Development (NICHD which is stored in the [NICHD Data and Specimen Hub \(DASH\)](#)).

What You Need To Know

- For the staff from your institution to access data from DASH, a Data Use Agreement (DUA) must be executed between your institution and NICHD.
- The AOR as defined by NIH is 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. The AOR is also referred to as the Institutional Signing Official in some cases.
- As the AOR/Signing Official, you must have authority to sign the DUA and enter into agreements on behalf of your institution. DASH must be able to verify your authority.
- The effective term of the DUA will be for three years from the date of execution of the DUA by NICHD.
- The data that will be provided by DASH to the Requester have been stripped of personally identifiable information (PII) according to both (a) HHS Regulations for the Protection of Human Subjects, and (b) the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule (which covers protected health information).
- An AOR also signs Material Transfer Agreements (MTAs) for requests for Biospecimens, which are also made available for certain studies through DASH.

What You Need To Do

- When you receive the DUA from the Requester in your institution, please review the Terms and Conditions of the DUA.
- Provide your "wet" or verified digital signature on the signature page of the DUA (typed signatures will not be accepted).
- Return the signed DUA to the Requester.
- If your institution's website does not clearly state the authority of your role to sign DUAs or similar research agreements on behalf of your institution, please provide an official Letter of Signature Authority or other official policy statement to the Requester from your institution/company to send to SupportDASH@mail.nih.gov.

Please reach out to SupportDASH@mail.nih.gov with your questions.