NDAR Data Sharing Checklist

http://ndar.nih.gov

Need help? NDARhelp@mail.nih.gov

Follow these steps to submit data to NDAR:

☐ **1. Read the NDAR Policy.**

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

☐ **3. Request an NDAR account.**
NDAR account requests are reviewed and typically approved within 3-5 days.
   a) Go to http://ndarportal.nih.gov and click the "Request an Account" link in the top menu.
   b) Fill in the required fields.
   c) Upload the PDF file of the signed Data Submission Agreement under "Administrative Files."

☐ **4. Create an NDAR Collection.**
Each data submission must have a corresponding NDAR Collection – a virtual container for the research data.
   a) Log in to your account at http://ndarportal.nih.gov and click the "Create New Collection" link.
   b) Fill in the required fields.
   c) Under "Administrative Files," select your Data Submission Agreement from the list and click the "Associate" button.

☐ **5. Define data structures.**
Each data submission must have a corresponding data structure published in the NDAR Data Dictionary.
   a) For Genomics data, please use the NG_Templates provided on the NDAR Web site.
   b) For all other data types, go to the list of Published Data Structures on the NDAR Web site.
   c) If your local data structure is **already published**, use the NDAR Data Structure Mapping Instructions to map your local data structure to the one published in the NDAR Data Dictionary.
   d) If your local data structure is **not yet published**, use the NDAR Data Structure Definition Template to define and document your data structure.
   e) Send completed files to NDARhelp@mail.nih.gov.

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

☐ **7. Validate data.**
Each data submission must pass validation through the NDAR Validation Tool.
   a) Run the data through the NDAR Validation Tool at http://ndarportal.nih.gov.
   b) Review the error report and correct the research data.
   c) Run the data through the NDAR Validation Tool again, until the data passes validation.

☐ **8. Submit data.**
The NDAR Validation Tool will prompt you to create a Submission Package when the data passes validation.
   a) Create the Submission Package, which consists of a .TXT "ticket" file and a ZIP file of data.
   b) Choose the NDAR Collection that will contain the data.
   c) Select "Submit Data" and follow the instructions to upload the Submission Package.

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