

Process for Eligible NIH Employees to Request Access to Genomic Data in dbGaP

In order to obtain access to genomic data in dbGaP that is available through controlled access, eligible NIH Institute and Center (IC) intramural scientists and IC extramural program scientific staff must first obtain the approval of their IC.

Eligible Intramural Scientists. Eligible intramural scientists must be tenured or in a tenure-track position; senior investigators, senior scientists or senior clinicians; or adjunct investigators. Eligible intramural scientists may initiate a request for access to genomic data by completing the attached form and obtaining approvals from:

- 1) your supervisor;
- 2) your IC's Scientific Director; and
- 3) either your IC Director or your IC's designated Signing Official.

Eligible Extramural Scientific Staff. IC extramural scientific staff are eligible if they: have administrative responsibility for the data; have substantial research involvement in the award that generated the data; or need access to carry out research unrelated to their portfolio management responsibilities. Eligible extramural scientific staff may initiate a request for access to genomic data by completing the attached form and obtaining approvals from:

- 1) your supervisor;
- 2) your Division Director; and
- 3) either your IC Director or your IC's designated Signing Official.

After completing the form and obtaining the necessary signatures, please scan the form and email the pdf document to the attention of the Genomic Data Sharing Policy Staff at GDS@mail.nih.gov. You may also fax the form to 301-496-9839.

Once your completed form is submitted, you will be registered in the dbGaP system as an approved user and will be notified by email when you can proceed to submit data access requests to dbGaP via its authorized access system at <https://dbgap.ncbi.nlm.nih.gov/aa/wga.cgi?page=login>.

Permission Form for NIH Staff Access to Controlled-Access Data in dbGaP

Name: _____ Title: _____

NIH ID Number: _____

Signature: _____ Date: _____

For Intramural Principal Investigator

1. Professional Designation:

- Tenure-track Investigator
- Senior Scientist/Investigator/Clinician
- Adjunct Investigator

2. Supervisor Name: _____ Title: _____

Signature: _____ Date: _____

3. IC Scientific Director Name: _____

Signature: _____ Date: _____

4. IC Director or Signing Official Name: _____ Title: _____

Signature/Date: _____ Date: _____

For Extramural Scientific Staff

1. Reason for seeking access:

- Administrative responsibility for dbGaP data
- Substantial research involvement in the award that generated the data
- Need access to carry out research unrelated to portfolio management responsibilities

2. My supervisor will provide oversight for my use of the dbGaP data

3. Supervisor Name _____ Title: _____

Signature: _____ Date: _____

4. Division Director Name: _____

Signature: _____ Date: _____

5. IC Director or Signing Official Name: _____ Title: _____

Signature: _____ Date: _____

Instructions: Scan and email the completed form, including signatures, to the GDS mailbox: GDS@nih.gov or fax it to: 301-496-9839, Attention: Genomic Data Sharing Policy Staff.

NIH Institute and Center (IC) Directors and Intramural Research Program (IRP) Scientific Directors (SD)¹ and Signing Official (SO)

NIH Institutes

National Cancer Institute (NCI)

Center for Cancer Research

SO: Janelle Cortner, Ph.D., Scientific Program Administrator, Center for Cancer Research.....jc328z@nih.gov

SD: Robert H. Wilttrout, Ph.D., Director, Center for Cancer Research.....wilttrou@mail.nih.gov

Center for Strategic Scientific Initiatives

SO&SD: Doug Lowy, M.D., Director (Acting), Center for Strategic Scientific Initiatives.....drl@helix.nih.gov

Division of Cancer Epidemiology and Genetics

SO&SD: Stephen J. Chanock, M.D., Director, Division of Cancer Epidemiology and Genetics.....chanocks@mail.nih.gov

Division of Cancer Biology

SO & SD: Dinah Singer, Ph.D., Director, Division of Cancer Biology.....singerd@mail.nih.gov

Division of Cancer Control and Population Sciences

SO & SD: Robert T. Croyler, Ph.D., Director, Division of Cancer Control and Population Sciences.....croyler@mail.nih.gov

Division of Cancer Prevention

SO & SD: Barnett S. Kramer, M.D., MPH, Division of Cancer Prevention.....kramerb@mail.nih.gov

Division of Cancer Treatment and Diagnosis

SO & SD: James H. Doroshow, M.D. Director, Division of Cancer Treatment and Diagnosisdoroshoj@mail.nih.gov

National Eye Institute (NEI)

SO: Paul A. Sieving, M.D., Ph.D., Institute Directorps261o@nih.gov

SD: Sheldon Miller, Ph.D.millers@nei.nih.gov

National Heart, Lung, and Blood Institute (NHLBI)

SO: Susan B. Shurin, M.D., Institute Director (Acting).....ss1054c@nih.gov

SD: Robert S. Balaban, Ph.D.balabanr@nhlbi.nih.gov

National Human Genome Research Institute (NHGRI)

SO&SD: Dan Kastner, M.D., Ph.D., Scientific Directorkastnerd@mail.nih.gov

National Institute on Aging (NIA)

SO: Richard J. Hodes, M.D., Institute Directorhodesr@31.nia.nih.gov

SD: Luigi Ferrucci, M.D.....ferrucciLu@grc.nia.nih.gov

National Institute on Alcohol Abuse and Alcoholism (NIAAA)

SO: Kenneth R. Warren, Ph.D., Institute Director (Acting).....kwarren@mail.nih.gov

**NIH Institute and Center (IC) Directors and Intramural Research Program (IRP)
Scientific Directors (SD)¹ and Signing Official (SO)**

SD: George Kunos, M.D., Ph.D. gkunos@mail.nih.gov

National Institute of Allergy and Infectious Diseases (NIAID)

SO: Hugh Auchincloss, M.D., Principal Deputy Director auchinclossh@mail.nih.gov

SD: Kathy C. Zoon, Ph.D. kz15m@nih.gov

National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)

SO&SD: John J. O’Shea, M.D., Scientific Director osheajo@mail.nih.gov

National Institute of Biomedical Imaging and Bioengineering (NIBIB)

IC Director: Roderic I. Pettigrew, M.D., Ph.D. roderic.pettigrew@nih.gov

SD: Richard Leapman, Ph.D. leapman@mail.nih.gov

Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)

SO: Alan E. Guttmacher, M.D., Institute Director. guttmach@mail.nih.gov

SD: Constantine Stratakis, M.D. stratak@mail.nih.gov

National Institute on Deafness and Other Communication Disorders (NIDCD)

IC Director: James Battey, Jr., M.D., Ph.D. batteyj@mail.nih.gov

SD: Andrew J. Griffith, M.D., Ph.D. griffita@nidcd.nih.gov

National Institute of Dental and Craniofacial Research (NIDCR)

SO: Martha J. Somerman, D.D.S., Ph.D., Institute Director somermanmj@mail.nih.gov

SD: Robert C. Angerer, M.D. ra210z@nih.gov

National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)

SO: Griffin P. Rodgers, M.D., Institute Director GriffinR@extra.nidk.nih.gov

SD: James E. Balow, M.D. jimb@mail.nih.gov

National Institute on Drug Abuse (NIDA)

SO: Nora D. Volkow, M.D., Institute Director nv29q@nih.gov

SD: Antonello Bonci, M.D. boncia@mail.nih.gov

National Institute of Environmental Health Sciences (NIEHS)

SO: David Fargo, Ph.D., Bioinformatics Information Specialist fargod@mail.nih.gov

SD: Darryl Zeldin, M.D. zeldin@niehs.nih.gov

NIH Institute and Center (IC) Directors and Intramural Research Program (IRP) Scientific Directors (SD)¹ and Signing Official (SO)

National Institute of General Medical Sciences (NIGMS)

SO: Judith H. Greenberg, Ph.D., Institute Director (Acting) greenbej@nigms.nih.gov

National Institute of Mental Health (NIMH)

SO&SD: Philip Wang, M.D., Dr.PH., Scientific Director (Acting), wangphi@mail.nih.gov

National Institute on Minority Health and Health Disparities (NIMHD)

SO&SD: John Ruffin, Ph.D., Institute Director ruffinj@ncmhd.nih.gov

National Institute of Neurological Disorders and Stroke (NINDS)

SO&SD: Alan P. Koretsky, Ph.D., Scientific Director koretskya@ninds.nih.gov

National Institute of Nursing Research (NINR)

IC Director: Patricia A. Grady, Ph.D., R.N., F.A.A.N. gradyp@mail.nih.gov

SD: Raymond Dionne, D.D.S., Ph.D. dionner@mail.nih.gov

National Library of Medicine (NLM)/National Center for Biotechnology Information (NCBI)

SO&SD: David L. Lipman, M.D., Director lipman@ncbi.nlm.nih.gov

NIH Centers²

National Center for Complementary and Alternative Medicine (NCCAM)

IC Director: Josephine P. Briggs, M.D. briggsj@mail.nih.gov

SD: Robert B. Nussenblatt, M.D. DrBob@nei.nih.gov

NIH Clinical Center (CC)

SO&SD: David K. Henderson, M.D., Deputy Director for Clinical Care dhenderson@mail.cc.nih.gov

¹ Extramural staff should contact their Division Director instead of the IC SD.

² Center for Information Technology, Center for Scientific Review, Fogarty International Center, and the National Center for Research Resources do not have intramural research divisions and are not included on this list.