NCI dbGaP Data Submission Information

(Basic Study Information form)

In order for the **NIH NATIONAL CANCER INSTITUTE** to register your data into the dbGaP Submission System, please provide the information listed below and return to your NIH Program Officer (PO), or intramural Genomic Program Administrator (GPA). You may use the sample documents or any other format.

Checklist for required documents:
☐Institutional Certification
☐dbGaP Data Submission Information

PART I – Study Registration Information

Study name:		
Is this a multi-center study? **If YES, please list participating sites:**	☐ Yes	☑ No
Target data delivery date: (YYYY-MM-DD)	Target public release date: (YYYY-MM-DD)	
Estimated number of study participants:		
Is data submission expected to the following repositories? (Description of repositories)	Sequence Read Archive (SRA): (Y/N)	Trusted Partner (e.g. Bionimbus, GDC) (Y/N/NA)

PART II – Principal Investigator (PI) and Funding Information

PI name:	PI e-mail:
PI institution:	
PI assistant/submitter name:	PI assistant/submitter e-mail:
Do you have an eRA Commons or an NIH account? (Y/N) If **YES**, go to next question. If **NO**, please register at https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp.	☐ Yes ☑ No
NIH Intramural Project (Z01), Grant or Contract Number:	NIH PO (if applicable):
NIH Institutes/Centers supporting the study:	

PART III – Policy

Do you have Institutional Certification (IC) to submit these data? ☐ Yes ☑ No

The IC should include the **Data Use Limitations (DUL)**, which are based on the informed consent given by each research subject. For every research subject, his/her corresponding data will be tagged with the appropriate DUL. Each study may have multiple DULs, based on the informed consent in the study.

If **YES**, send attachment to NIH PO or intramural GPA, along with this form.

If **NO**, please obtain the Institutional Certification from your Institutional Official. dbGaP requires that the sponsoring IC verifies that this certification has been met. A description of the requirements for the Institutional Certification and an example may be found in the accompanying "Submission into the NIH Database of Genotypes and Phenotypes (dbGaP)" guide.

PART IV – Study Description

Study type(s) (e.g., longitudinal, case-control, case set, control set, parent-offspring trios, cohort):

Is aggregate-level data appropriate for General Research Use? ☐ Yes ☑ No

If **YES**, aggregate data will be included in the Compilation of Aggregate Genomic Data, a collection of analyses across many dbGaP studies that can be accessed with a single Data Access Request.
NOTE: This should be consistent with the Institutional Certification

Samples genotyped/sequenced:

Please check all data types expected for this study:

General	**Sample Types**	**Array Data**
☐Individual Phenotype ☐Individual Genotype ☐Individual Sequencing ☐Supporting Documents ☐Metagenomic ☐Protomic/Metabolomic ☐Images	☐Germline ☐Tumor/Normal ☐DNA ☐RNA ☐Mitochondria ☐Microbiome ☐From Repository	☐SNP Array ☐Expression Array ☐Methylation Array
Genotypes	**Sequencing**	**Analyses**
☐Array derived Genotypes ☐CNV calls from miroarray ☐CNV calls derived from Sequencing ☐Genotype calls derived from Sequence ☐Somatic SNV (.MAF) ☐Array CGH CNVs	☐Whole Genome ☐Whole Exome ☐Targeted Genome ☐Targeted Exome ☐Whole Transcriptome ☐Targeted Transcriptome ☐Epigenomic Marks ☐Sanger ☐16S rRNA	☐Association/Linkage Results ☐Array derived Expression ☐RNA Seq derived Expression ☐Array derived Methylation

Genotype/Sequence platform information

Name and version	Vendor	# Probes	URL	Description (optional)
Example: [GenomeWideSNP_6] Affymetrix Genome-Wide Human SNP 6.0 Array	*Affymetrix*	*1880794*	*http://www.ncbi.nlm.nih.gov/geo/query/acc.cgi?acc=GPL6801*	

PART V – Acknowledgement Statement(s)* **
The submitting PI should provide specific points that should be included in an acknowledgement, such as sources of support or collaborators who have made subjects or samples available. Any NIH support must be specifically acknowledged by including the grant number. Consider citing a specific publication that comprehensively describes the origin of the dataset. The suggested Acknowledgement Statement to accompany the dataset is: Click here to enter text.
PART VI – Original Summary of Study
Please provide an original description of the study.[1] Click here to enter text.

[1] If the submitting institution certifies that aggregate data from a project can be included in the Compilation, then a study description for the aggregate data should be provided in addition to a description for the individual data.