

# CIMAC-CIDC Data Sharing Quick Guide

An Overview of How PACT Members Access CIMAC-CIDC Data  
through dbGaP and the DCFS Portal

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## Introduction

This user guide provides instructions for PACT members interested in accessing the data associated with CIMAC-CIDC studies that have been released to the database of Genotypes and Phenotypes (dbGaP).

Due to the sensitive nature of the information available in CIMAC-CIDC studies, their data are considered controlled-access data, which require the following for any researcher who wishes to access them:

- You must have a valid [eRA Commons account](#). In order to obtain an account, you must be affiliated with an organization that has already registered with eRA Commons. The eRA Commons Signing Official at your organization can create an account for you.
  - After creating an eRA Commons account, you will also need to create a Login.gov account and link the two accounts together. For more information, see the [eRA Commons user support](#).
- You must [submit a Data Access Request \(DAR\)](#) via dbGaP, which will be reviewed and approved by the NCI Data Access Committee (DAC).
  - You may submit one DAR for multiple CIMAC-CIDC studies. You may also amend an existing DAR to include additional studies in the future, provided that your proposed use of the data is consistent across studies.
  - You may list multiple internal collaborators under a single DAR. However, if any collaborators external to your organization need to access the data, they must submit their own DAR.

Once your DAR has been approved, you can [download the study data](#) from NCI's Data Commons Framework Services (DCFS) portal site.

## Early Access for PACT Members

PACT members can access the data for certain CIMAC-CIDC studies before they have been released in dbGaP. In order for PACT members to access a study's data prior to its release in dbGaP, the following must be true:

- The Human Material Transfer Agreement (HMTA) for the study must be signed and must include the language allowing PACT early access.
- Pharma has authorized early PACT member access for the study.
- The Clinical Trial primary outcome has been published in manuscript form or [online](#).
- Pharma has had a chance to review the CIMAC-CIDC data for the study.
- For select studies (e.g., A151804), the CTT may also have to approve PACT early access to the data. These studies can be identified by checking Section II.4(i) of the HMTA for mention of "Provider" (i.e., the CTT) in the following clause: "If consented to by the NCI/Pharma Collaborator **and/or the Provider**, during the Exclusivity Period..."

- The PACT members who wish to access the study have submitted a [Data Access Request](#) that was approved by their organization's eRA Commons Signing Official and the NCI Data Access Committee.

## Submitting Data Access Requests

This section provides instructions for submitting Data Access Requests (DARs) for accessing CIMAC-CIDC data in dbGaP. A video tutorial of this process is also available on [YouTube](#).

1. To submit a DAR to dbGaP, log in to the dbGaP [Data Download portal](#) with your eRA Commons account.
2. Navigate to the *Authorized Access > My Projects* tab.
3. Select **Create New Project**. Then select **Begin New Research Project**.
4. The **Project Request** page appears, displaying a list of study consent groups that have been released. Mark the checkbox for each dataset you wish to access. You can search for the appropriate PHS number in the *Study lookup* field in the *Filter Consents* panel.
  - If you are applying to access a dataset prior to its release in dbGaP, you may need to manually enter PHS accession numbers into the dbGaP authorized access system.
5. When you have selected every dataset that you would like to access, select **Add Selected and Continue** at the bottom of the page.
6. Complete the forms in the tabs specified below (the Foundation for the National Institutes of Health (FNIH) can provide templated information to support you in filling out these sections). Select **Save and Continue** after each tab to move on to the next tab.
  - *Research Project*
  - *Cloud Providers*
  - *Collaborators*
  - *IT Director*
  - *Confirm Datasets*
  - *Review Data Use Certification (DUC)* — You must agree to the policy documents in this section to obtain approval. For NCI studies, you must also attach documentation (in PDF format) proving that you notified CTEP of your intention to request the specified datasets.
  - *Review Data Use Limitations (DUL)* — You must agree to the policy document in this section to obtain approval.
7. On the *Review Applications* tab, select **Submit Application to Signing Official**.
  - a. Once you submit your DAR, your organization's Signing Official receives an automatic notification alerting them of your submission. They must approve your DAR for the process to continue.
  - b. After your Signing Official approves, the DAR is reviewed by the NCI Data Access Committee (DAC).

- c. If any of the requested datasets require a review from the CTEP Cooperative Research and Development Agreement (CRADA) Collaborator, the relevant Collaborator will also review the request after the DAC approves it.
8. Upon completion of the review process, you will be notified whether or not your DAR was approved:
  - a. If the DAR is approved by all the required reviewers, you can follow the procedure in the section [Downloading Publication Data](#) to access the data files.
  - b. If the DAR is not approved, you will have the opportunity to resubmit it.

You can check the status of your DAR at any time on the *My Requests* tab in dbGaP. You will also receive automatic emails as your request progresses through each phase of the approval process.

## Downloading Study Data

Once your Data Access Request has been approved, you can download the data for the requested studies. Please note that while you submit the requests for data in dbGaP, you have to download the data itself from NCI's Data Commons Framework Services (DCFS) portal.

1. To download data for a study, log in to the [DCFS portal](#) with your eRA Commons account.
2. In the top-right corner, select **Profile**. Then review the project access details that appear to ensure that you have access to the correct studies.
3. From **Appendix I**, select (i.e. 'click') the data distribution URL for the study whose data you wish to download. This information can be found in the 'Distribution URL' column.
  - a. Please email a [CIDC Admin](#) if any help is needed to locate the distribution URL.
4. Return to the browser tab you used to log into the DCFS portal. A secure URL should now display. Follow this URL to download the data.

## Appendix I

<b>Trial</b>	<b>dbGaP PHS Identifier</b>	<b>Distribution URL</b>
S1400I	phs003412.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/a401812c-92e2-409d-95bf-83b0f9d706cd">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/a401812c-92e2-409d-95bf-83b0f9d706cd</a>
14-C-0059G	phs003455.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/e b27bde0-c3bb-4cbb-9fab-4e41692757e9">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/e b27bde0-c3bb-4cbb-9fab-4e41692757e9</a>
9204	phs003291.v1.p1 (CIMAC-CIDC data)	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/c53399a8-7e6d-4a06-a48c-1dbd3433ca6e">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/c53399a8-7e6d-4a06-a48c-1dbd3433ca6e</a>
10021 Lung	phs003295.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/b29bd191-12a7-4bd7-9a57-885daaa431dd">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/b29bd191-12a7-4bd7-9a57-885daaa431dd</a>
10021 CRC	phs003294.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/fba9be92-f76c-49e2-ad39-58a62886b966">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/fba9be92-f76c-49e2-ad39-58a62886b966</a>
10026 Garcia	phs003292.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/5a6f48bc-037e-4af5-98f6-6632aef046be">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/5a6f48bc-037e-4af5-98f6-6632aef046be</a>
GU16-257 (GRU-COL)	phs003372.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/ff5c3a73-ec13-4e97-9c10-a667b30a0da1">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/ff5c3a73-ec13-4e97-9c10-a667b30a0da1</a>
GU16-257 (HMB-COL)	phs003372.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/c680df32-ca72-47ba-b14c-5f232e11be96">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/c680df32-ca72-47ba-b14c-5f232e11be96</a>
GU16-257 (DS-CA)	phs003372.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/f448e055-1e0c-432e-8704-ed99bb00910c">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/f448e055-1e0c-432e-8704-ed99bb00910c</a>
10026 Penter	phs003292.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/5a6f48bc-037e-4af5-98f6-6632aef046be">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/5a6f48bc-037e-4af5-98f6-6632aef046be</a>
10013	phs003296 IC requested	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/9204e26c-d852-45d1-8694-5b7c9d4e870b">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/9204e26c-d852-45d1-8694-5b7c9d4e870b</a>
E4412	phs003450.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/226ee1f6-7191-44f6-8885-e96d34068b85">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/226ee1f6-7191-44f6-8885-e96d34068b85</a>
10104	phs003414.v1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/4ebcec16-7204-4fde-9319-ba60d3185f67">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/4ebcec16-7204-4fde-9319-ba60d3185f67</a>
ABTC-1603	phs003753	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/73b778b5-0b1e-4fd2-b5f9-1aaba85c3b1e">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/73b778b5-0b1e-4fd2-b5f9-1aaba85c3b1e</a>
S1609 Cohort 26	phs003443.v1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/d f9713b8-9015-4340-b026-2f9516374c55">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/d f9713b8-9015-4340-b026-2f9516374c55</a>
EAY131-Z1D	phs001859.v1.p1	<a href="https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/e88f3889-d56c-4ccc-9070-5f7816fd5118">https://nci-crdc.datacommons.io/user/data/download/dg.4DFC/e88f3889-d56c-4ccc-9070-5f7816fd5118</a>