NIH/NIMH Data Archive
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NIH
National Institute
of Mental Health

NDA Data Sharing Checklist
http://NDA.nih.gov
Need help? NDAhelp@mail.nih.gov

Follow these steps to submit data to NDA:

☐ **1. Read the NDA 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. Once completed, it must be emailed to NDAHelp@mail.nih.gov.

☐ **3. Request an NDA account.**
NDA account requests are reviewed and typically approved within 3-5 days.
   a) Go to https://NDA.nih.gov/request_access.html.
   b) Fill in the required fields.
   c) Upload your agreement if necessary or await approval of your account.

☐ **4. Visit your Collection.**
Each project must have a corresponding Collection – a virtual container for the research data.
   a) A Collection will be created on your behalf and you will be provided with a Collection ID number.
   b) Log in, click "manage account" in the upper-right corner of NDA, and select View under My Collections.
   c) Once the Data Submission Agreement is received, you will be granted ownership of the Collection and can edit information, submit data, control user permissions, and attach supporting documentation.

☐ **5. Define the Data Expected List.**
Each project must define a list of the "Data Expected" with counts and dates in their Collection.
   a) Compile a list of collected structures from the NDA Data Dictionary with expected subject counts.
   b) Determine the initial submission and sharing dates based on the Data Sharing Regimen.
   c) For genomics data use the genomics_subject02 and genomics_sample03 definitions. For imaging data use the image03 definition. For all other data use the associated definitions in the NDA Data Dictionary.
   d) Enter your Collection and use the option in the Data Expected tab to add items until your list is complete.
   e) If your local data structure is not yet defined, use the Upload New Definition option.

☐ **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 NDA free of charge.
   a) Request access to the GUID Tool when creating an account, or email NDAHelp@mail.nih.gov to request it.
   b) Be sure you have collected the needed information to create GUIDs and proper consent.
   c) Get the tool from https://NDA.nih.gov/index.html and generate GUIDs, copying them into your data collection.

☐ **7. Validate data.**
Each data submission must pass validation through the NDA Validation and Upload Tool.
   a) Run the data through the Validation and Upload Tool at https://NDA.nih.gov/index.html.
   b) Review the error report and correct the research data to ensure it is harmonized to the Data Dictionary.
   c) Revalidate and continue to correct errors, until the data passes validation.

☐ **8. Submit data.**
The Validation and Upload Tool will prompt you to create a Submission Package when the data passes validation.
   a) Create and name your submission package.
   b) Choose the 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 Data Sharing Regimen or the terms and conditions in your notice of grant award for the data sharing schedule.