

Process for Eligible NIH Employees to Request Access to NIH-Designated 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 are tenure-track investigators, senior investigators, senior scientists, senior clinicians, or staff scientists. 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
 Staff Scientist

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@mail.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&SD: Jason Levine, M.D., Associate Director, Office of Information Technology.....levineja@mail.nih.gov

Center for Strategic Scientific Initiatives

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

Center for Biomedical Informatics and Information

SO&SD: Tony Kerlavage, Ph.D., Director, Center for Biomedical Informatics and Information..... anthony.kerlavage@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 Diagnosis.....doroshoj@mail.nih.gov

National Eye Institute (NEI)

SO & SD: David Schneeweis, Ph.D., Acting Scientific Director.....schneeweisdm@mail.nih.gov

National Heart, Lung, and Blood Institute (NHLBI)

Extramural SO or Questions regarding applying for data-access: Consult with NHLBI GDS Team..... nhlbigenicdata@nih.gov

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

SO&SD alternate: Jessica Chertow, Ph.D.....jessica.chertow@nih.gov

National Human Genome Research Institute (NHGRI)

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

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

National Institute on Aging (NIA)

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

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

National Institute on Alcohol Abuse and Alcoholism (NIAAA)

SO: Vicki Buckley, Executive Officer buckleyvi@mail.nih.gov

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: Steven Holland, M.D. sholland@mail.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: Bruce Tromberg, Ph.D. bruce.tromberg@nih.gov

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

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

SO&SD: James Coulombe, Ph.D. coulombej@mail.nih.gov

National Institute on Deafness and Other Communication Disorders (NIDCD)

SO&SD: Lisa Cunningham, Ph.D. cunninghamll@mail.nih.gov

Alternate SO: Elyssa Monzack, Ph.D. monzackel@mail.nih.gov

National Institute of Dental and Craniofacial Research (NIDCR)

SO&SD: Jonathan Horsford, Ph.D. jonathan.horsford@nih.gov

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

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

SD: Michael Krause, Ph.D. michaelkr@niddk.nih.gov

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

National Institute on Drug Abuse (NIDA)

SO: Nora D. Volkow, M.D., Institute Director nv29q@nih.gov
SD: Amy H. Newman Ph.D. anewman@intra.nida.nih.gov

National Institute of Environmental Health Sciences (NIEHS)

SO: Dmitry Gordenin, Ph.D., Senior Associate Scientist gordenin@niehs.nih.gov
SD: Darryl Zeldin, M.D. zeldin@niehs.nih.gov

National Institute of General Medical Sciences (NIGMS)

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

National Institute of Mental Health (NIMH)

SO: Susan Amara, Ph.D., Director of the Division of Intramural Research Programs, susan.amara@nih.gov
SD: Ann Huston, MPA, Deputy Director for Management ann.huston@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: Nina Schor, M.D., Ph.D., Scientific Director nina.schor@nih.gov

National Institute of Nursing Research (NINR)

IC Director: Shannon N. Zenk, Ph.D., MPH, RN, F.A.A.N. shannon.zenk@nih.gov
SD: Raymond Dionne, D.D.S., Ph.D. dionner@mail.nih.gov

National Library of Medicine (NLM)

National Center for Biotechnology Information

SO&SD: Steve Sherry, Ph.D., Director sherry@ncbi.nlm.nih.gov

Lister Hill National Center for Biomedical Communications

SO&SD: Valerie Florance, Ph.D., Acting Chief, Comm. Eng. Branch and Comp. Sci. Branch florancev@mail.nih.gov

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

NIH Centers²

National Center for Advancing Translational Sciences (NCATS)

SO&SD: Joni Rutter, Ph.D., Institute Director (Acting)joni.rutter@nih.gov

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: John I. Gallin, M.D., Chief Scientific Officer and SD of the NIH Clinical Center.....jgallin@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.