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 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. Croyle, 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 ...... nhlbigeneticdata@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)† 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 ......................................................... auchinlossh@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
NIH Institute and Center (IC) Directors and Intramural Research Program (IRP)
Scientific Directors (SD)\(^1\) and Signing Official (SO)

**NIH Centers\(^2\)**

**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.