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.

Last updated: March 18, 2019
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. Croyle, Ph.D., Director, Division of Cancer Control and Population Sciences  
croyle@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:** Paul A. Sieving, M.D., Ph.D., Institute Director  
ps261o@nih.gov  
**SD:** Sheldon Miller, Ph.D.  
millers@nei.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.  
balabannr@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
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: Kenneth R. Warren, Ph.D., Institute Director (Acting) .................................................... kwarren@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: Kathy C. Zoon, Ph.D. ........................................................................................................... kz15m@nih.gov

National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
SO: John J. O’Shea, M.D., Scientific Director ........................................................................ osheajo@mail.nih.gov
SD: Constantine Stratakis, M.D. .............................................................................................. stratakc@mail.nih.gov

Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)
SO: Consult with NICHD Office of the Director ................................................................... guttmach@mail.nih.gov
SD: Constantine Stratakis, M.D. .............................................................................................. stratakc@mail.nih.gov

National Institute on Deafness and Other Communication Disorders (NIDCD)
IC Director: James Battey, Jr., M.D., Ph.D. ............................................................................. batteyj@mail.nih.gov
SD: Andrew J. Griffith, M.D., Ph.D. ....................................................................................... griffita@nidcd.nih.gov

National Institute of Dental and Craniofacial Research (NIDCR)
SO: Martha J. Somerman, D.D.S., Ph.D., Institute Director ...................................................... somermanmj@mail.nih.gov
SD: Robert C. Angerer, M.D. .................................................................................................... ra210z@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
NIH Institute and Center (IC) Directors and Intramural Research Program (IRP) Scientific Directors (SD)¹ and Signing Official (SO)

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

National Institute on Drug Abuse (NIDA)
SO: Nora D. Volkow, M.D., Institute Director ................................................................. nv29q@nih.gov
SD: Antonello Bonci, M.D. ................................................................. boncia@mail.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: Gwen S. Shinko, Director, Office of Intramural Research Administration ................................................................. gwendolyn.shinko@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: Alan P. Koretsky, Ph.D., Scientific Director ................................................................. koretskya@ninds.nih.gov

National Institute of Nursing Research (NINR)
IC Director: Patricia A. Grady, Ph.D., R.N., F.A.A.N. ................................................................. gradyp@mail.nih.gov
SD: Raymond Dionne, D.D.S., Ph.D. ................................................................. dionner@mail.nih.gov

National Library of Medicine (NLM)/National Center for Biotechnology Information (NCBI)
SO&SD: Jim Ostell, Ph.D., Director ................................................................. ostell@ncbi.nlm.nih.gov

NIH Centers²
NIH Institute and Center (IC) Directors and Intramural Research Program (IRP)
Scientific Directors (SD)¹ and Signing Official (SO)

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: David K. Henderson, M.D., Deputy Director for Clinical Care ......................... dhenderson@mail.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.