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: December 1, 2017_
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) 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 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: 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)
SO: Consult with NHLBI Office of the Director ss1054c@nih.gov
SD: Robert S. Balaban, Ph.D. balabanr@nhlbi.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)

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&SD: Susan Amara, Ph.D., Director of the Division of Intramural Research Programs, susan.amara@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 .................................................. koretsky@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 Centers
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

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\(^1\) 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.