

NCTN Data Archive Usage Guide

Requesting Datasets

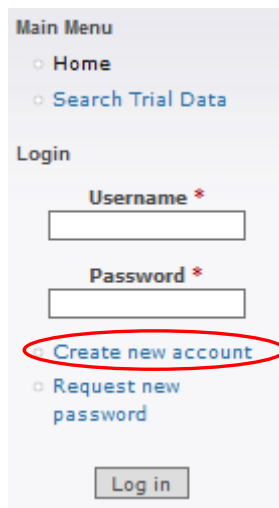
National Cancer Trials Network (NCTN) Data Archive

NCI has created a centralized, controlled-access database, called the NCTN Data Archive, for storing and sharing de-identified datasets generated from NCI-funded clinical trials. These data constitute a unique scientific resource and the NCI is committed to making them available in a timely manner, on appropriate terms and conditions, to the largest possible number of researchers who wish to analyze the data in a secondary study designed to enhance the public health benefit of the original work.

1) Creating a User Account

Before you can request data, you must create a user account. To do so, follow the steps in this section, “Creating a User Account.” You will need a valid email address to complete this process. You may search for data without creating an account, but will not be able to place any requests.

1. Navigate to the NCTN Data Archive at <https://nctn-data-archive.nci.nih.gov>.
2. Select **Create New Account** from the left-hand menu:



The screenshot shows a web interface with a 'Main Menu' on the left containing 'Home' and 'Search Trial Data'. Below the menu is a 'Login' section with two input fields: 'Username *' and 'Password *'. At the bottom of the login section are three links: 'Create new account' (circled in red), 'Request new password', and a 'Log in' button.

3. Complete all fields in the **Create New Account** page. Verify the correctness of all information.
4. Accept the Terms & Conditions of Use (if you agree) to continue.
5. Click **Create New Account** at the bottom of the page.
6. You will now see the following green banner at the top of the page:

Request Research Data

✔ A welcome message with further instructions has been sent to your e-mail address.

7. Go to your email. In your email, you should see a message from NCINCTNDataArchive with “Account details” in the subject. Click on the link in the email directing you to a **Reset password** webpage. On that page, click **Log in**.
8. Your “**My Account**” page will appear. **Scroll down** the page until you see the section where you must set your password, and specify your password:

Password

Password quality: _____

Confirm password

To change the current user password, enter the new password in both fields.

Note: You may disregard the statement regarding a “current user password,” as there is none during your first login.

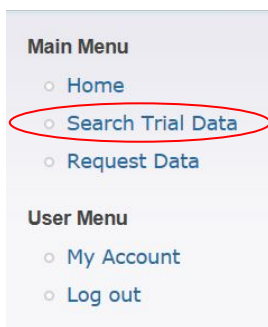
9. Accept the **Terms & Conditions of Use** (if you agree), and click “**Save**”. A banner at the top of the page will note “The changes have been saved.”

Note: If you do not agree to the Terms & Conditions of Use, you will not be able to use the Archive or request data.

You are now ready to request datasets.

II) Requesting Datasets

1. **Login** to your User Account you created using the instructions above.
2. Select **Search Trial Data** from the left-hand menu:



PLEASE NOTE: There are two ways to request data. You may do so via the “Search Trial Data” link circled above or the “Request Data” link. This guide will provide instructions on requesting datasets through the “Search Trial Data” link ONLY as it is the easier and faster method.

If you choose to request data from the “Request Data” link (not recommended), be sure to write down the NCT numbers for the trial(s) of interest, as they are not auto-populated. When you manually type the NCT number into the Data Request Form, start typing the NCT number, but then be sure to pause with your cursor inside the NCT Number field until the potential trial numbers appear in a drop-down menu. Select the NCT Number you want from this drop-down menu. Note that it will include parentheses and three numbers after the NCT Number, which you may ignore.

Again, please use the “Search Trial Data” link and instructions below instead to avoid errors and troubleshooting.

- In the “Search NCTN Trial Data” webpage that appears, complete as many search fields as you wish and click **Apply**. Observe that after applying your search parameters, datasets will be displayed at the bottom of the screen and may require that you **scroll down** to view them.

Note: Alternately you may choose to not apply any search criteria and **scroll down** to the bottom of the webpage to view all available datasets.

- You may click on the NCT number or Dataset ID of any dataset(s) of interest to view additional information.

Note: Clicking the **PubMed ID** or the **ClinicalTrials.gov link** will open a new window to the respective website.

Note: If you click on any dataset links, you will not be able to use the “Back” button on your browser to view the previous search results. To reapply the previous search parameters, you may return to Step 1 of this section and restart your search.

- Mark the checkbox(es) to the left of the trial(s) of interest and click **Request Access to Selected Trials**, which appears above the list of datasets. An example screen is shown below. You may choose up to five trials per request.

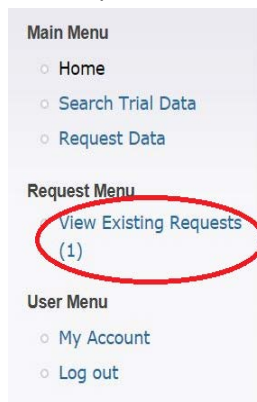
The screenshot shows a web interface with a button labeled "Request Access to Selected Trials" and a table of search results. The table has five columns: NCT Trial Number, Disease Types, Dataset ID, PubMed ID, and Date Submitted. The first two rows are selected with checkboxes.

<input type="checkbox"/>	NCT Trial Number	Disease Types	Dataset ID	PubMed ID	Date Submitted
<input checked="" type="checkbox"/>	NCT00000000	<input type="radio"/> Breast Neoplasm	NCT00000000-D2	00000000	08/22/16
<input checked="" type="checkbox"/>	NCT00000000	<input type="radio"/> Breast Neoplasm	NCT00000000-D1	00000000	06/22/16
<input type="checkbox"/>	NCT00000000	<input type="radio"/> Breast Neoplasm	NCT00000000-D2	00000000	10/27/16
<input type="checkbox"/>	NCT00000000	<input type="radio"/> Breast Neoplasm	NCT00000000-D1	00000000	07/01/16

- You will be taken to **Step 1** of 2 of the **Request Data** process. You will see that the trial numbers for the trials you chose are already auto-populated under “NCT Trial Number(s)”. Complete the remainder of the web form.

- Red asterisks indicate required fields.
- Make sure to include all others at your institution who would use the data under “Other Approved Users”.

7. Click **Next**. After you complete the required fields, you may choose to click **Save** and return to your request at a later time. You can locate any saved and submitted requests from the left-hand menu's "**View Existing Requests (#)**" link. To proceed with the requesting process, choose "**Edit**".



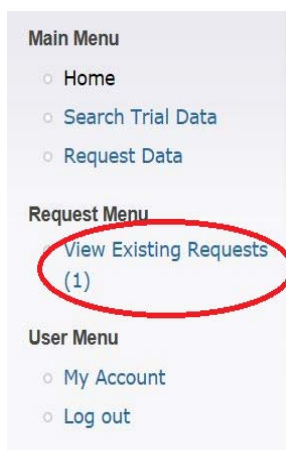
8. Clicking **Next** per the previous step will take you to **Step 2** of 2 of the **Request Data** process.
9. Click **Download Unsigned DUA** and save the **NCTN-Data-Archive-Data-Use-Agreement.pdf** document to your computer. This is the Data Use Agreement (DUA), with the details of your request auto-populated.
10. Click "**Save**". You will see a banner that notes, "Signed DUA field is required".
11. Log out.

Note: If you indicated that you do not have an institution in your profile on the "**My Account**" page, please **STOP** at this point. Please contact NCINDTNDATAarchive@mail.nih.gov to provide a brief explanation of the reason for your data request. In your message, please include the information you provided in the Request Data webpage.

12. Obtain all required **signatures** on the Data Use Agreement (DUA).
13. Once you have obtained the DUA signatures, log back into the Archive (<https://nctn-data-archive.nci.nih.gov>).

Note: Each time you access to the Archive, you will have to agree to the **Terms & Conditions of Use** to proceed.

14. On the left-hand menu, click **View Existing Requests (#)**.



15. You will be brought to the **View Existing Requests** screen, where you may search and review your requests, and complete submission of a saved request.
16. Find your saved request, and click **Upload DUA** (see below).

View Existing Requests

Search Criteria

Request Status

Request ID

Title

Title	NCT Trial Number(s)	Data Use Agreement	Date DUA Uploaded	DUA Status	Date Request Submitted	Request Status	Operations
My research plan	<input type="radio"/> NCT00000000			Not Uploaded	11/12/16	Not Submitted	Edit Upload DUA

17. In **Step 2** of 2 of the **Request Data** process that appears, click **Browse** and search for your **signed DUA** on your computer. Click **Upload**:

Step 2

You must download the *Data Use Agreement* below and then print and sign it. Finally, please upload the signed DUA and submit the request form. We will then review your request and approve or reject it within two weeks.

Data Use Agreement (DUA)

Download Unsigned DUA.

Signed DUA *
 Please upload the signed DUA here.


Files must be less than **2 MB**.
 Allowed file types: **pdf jpg**.

18. Once you upload the **signed** DUA, you will see a green notification banner similar to the one shown below. Wait for this green bar to appear before continuing.

Download Unsigned DUA.

✔ The file was uploaded and saved as *ExampleDUA.pdf*.

Signed DUA *
Please upload the signed DUA here.

 ExampleDUA.pdf (511.38 KB) Remove

19. Click **Submit**.

20. You will be taken to a webpage that shows the details of your request, its status, and the trials linked to the request.

21. You will receive an **email** from “NCTN Data Archive” noting, “**Your NCTN Data Archive Request #___ is now Pending Approval**”.

Note: To ensure expedited turnaround, you may also contact NCINCTNDataArchive@mail.nih.gov to confirm that your request was received.

22. The NCTN Data Archive manager will email you to notify you if your request has been approved.

23. If you do not receive this email notification within 2 weeks, check your **View Existing Requests** dashboard (via the left-hand menu) to note the status of your request. You can also contact NCINCTNDataArchive@mail.nih.gov with any questions about the status of a request.

24. If your request is approved, you may access the data by going to **View Existing Requests** (via the left-hand menu), finding your request, and clicking **Download Data** (see below).

- Note: You may also download the completed (i.e., NCI-countersigned) DUA by clicking **Download DUA** in the “Data Use Agreement” column.

View Existing Requests

▽ Search Criteria

Request Status
- Any -

Request ID

Title

Apply Reset

Title	NCT Trial Number(s)	Data Use Agreement	Date DUA Uploaded	DUA Status	Date Request Submitted	Request Status	Operations
My research plan	○ NCT00000000	Download DUA <small>(PDF-23.64 KB)</small>	11/14/16	<u>Countersigned</u>	11/12/16	Approved	Download Data

25. In the table that appears, click the **checkboxes in the right-hand column** to indicate which dataset(s) you would like to download. Then click the **Download Datasets** button (see below).

Note: To download **all datasets** from your request, click the checkbox at the top of the right-hand column.

Operations

NCT Trial Number	Disease Type	Dataset ID	Description of Dataset	Date Submitted	<input type="checkbox"/>
NCT00000000	○ Hematopoietic Neoplasm/Leukemia	NCT00000000-D1	Example Description	08/04/16	<input checked="" type="checkbox"/>
		NCT00000000-D2	Example Description	08/04/16	<input type="checkbox"/>
		NCT00000000-D3	Example Description	08/04/16	<input type="checkbox"/>

26. Save the **zip file** to your computer.

27. Browse to the zip file and open it. In this file you will find the datasets, data dictionaries, and a ReadMe file. Please read the key points in the **“ReadMe”** file.

III) Questions and comments

For questions or comments about the NCTN Data Archive, including inquiries regarding the status of a request, please contact NCINCTNDataArchive@mail.nih.gov.