

# NCTN/NCORP Data Archive Usage Guide

## *Requesting Datasets*

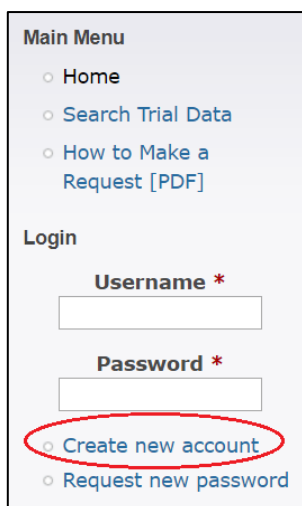
### National Cancer Trials Network (NCTN)/NCI Community Oncology Research Program (NCORP) Data Archive

The National Cancer Institute (NCI) has created a centralized, controlled-access database, called the NCTN/NCORP 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/NCORP Data Archive at <https://nctn-data-archive.nci.nih.gov>.
2. Select **Create new account** from the left-hand menu (pictured left).



The screenshot shows a web interface with a 'Main Menu' section containing links for Home, Search Trial Data, and How to Make a Request [PDF]. Below this is a 'Login' section with input fields for Username and Password, both marked with an asterisk. At the bottom of the menu, there are two radio button options: 'Create new account' and 'Request new password'. The 'Create new account' option is circled in red.

3. Complete all fields in the **Create new account** page. Verify the correctness of all information.

**Note:** You must use an official institutional email address to avoid delays in the processing of your requests. In most instances, an institutional signoff is required to obtain data from the NCTN/NCORP Data Archive. Work performed and resources used in pursuit of your research plan must fall strictly under the scope of your employment with an institution.

4. If you agree to the Terms & Conditions of Use, mark the checkbox that indicates that you accept them to continue.
5. Note: You may choose not to agree to the Terms & Conditions of Use, but you will be unable to use the Archive or request data. Click **Create new account** at the bottom of the page.

6. Wait for the following banner at the top of the page before proceeding:

### 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, there should be a message from NCINCTNDataArchive with “Account details” in the subject. It may take up to 24 hours for this email to arrive. If you cannot locate the message, please check your junk/spam mail. You may wish to include the Archive in your list of known senders to prevent future emails from being sent to junk/spam mail. Click on the link in the email directing you to a **Reset password** webpage.

Note: You may disregard the statement in the email regarding a “current user password,” as the link allows you to bypass the password step during your first login.

8. On the **Reset password** page, specify your password and click **Log in**:

### Reset password

**Password \***

**Confirm password \***

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

This is a one-time login for *User* and will expire in 24 hours.

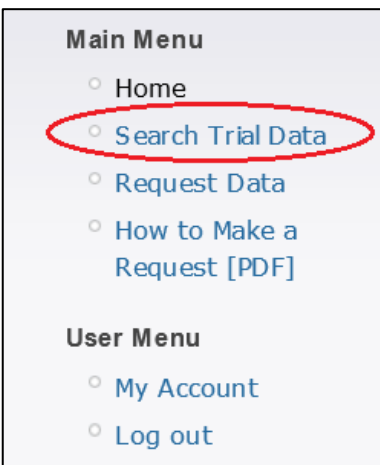
This login can be used only once.

Note: A banner at the top of the page will note “Thank you for setting your password, the registration process has completed”.

You are now ready to request datasets.

## II) Requesting Datasets

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



**NOTE: There are two ways to request data. You may do so via the “Search Trial Data” link circled in the image to the left 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 pause until trial numbers appear in a drop-down menu. Select the NCT Number you want from this drop-down menu.**

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


4. You may click on the NCT number or Dataset ID of any dataset(s) of interest to view additional information. The maximum number of trials from which you may request data simultaneously is five (5).

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 NCT Trial Number or Dataset ID 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, return to Step 3 of this section and restart your search or open the links in a new browser tab (e.g., Ctrl + Click).

5. 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 is shown on the next page:

Operations

[Request Access to Selected Trials](#) 

<input type="checkbox"/>	NCT Trial Number	Disease Types	Dataset ID	Has a Collaborative Agreement	PubMed ID	Date Submitted	Images available?
<input type="checkbox"/>	NCT000000000	○ Disease Type	NCT000000000-D2	No	00000000	Date	No
<input type="checkbox"/>			NCT000000000-D1	No	00000000	Date	No
<input type="checkbox"/>	NCT000000000	○ Disease Type	NCT000000000-D2	Yes	00000000	Date	No
<input type="checkbox"/>			NCT000000000-D1	Yes	00000000	Date	No

6. 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 auto-populated under “NCT Trial Number(s)”. Complete the remainder of the web form. Red asterisks indicate required fields.

Note: Make sure to include all others at your institution who would use the data under “Other Approved Users”. **Transferring data to anyone not listed as an “Other Approved User” is considered a breach of the DUA and is not permitted.**  
**Note: You must provide an official institutional email address for your Authorized Representative. No personal email addresses will be accepted.**

7. After you complete the required fields, you may choose to click **Next**, or click **Save** to return to your request later. You can locate any saved (i.e., “Not Submitted”) or submitted requests (i.e., “Pending Approval”) from the left-hand menu’s “**View Existing Requests (#)**”

<b>Main Menu</b>	
○	<a href="#">Home</a>
○	<a href="#">Search Trial Data</a>
○	<a href="#">Request Data</a>
○	<a href="#">How to Make a Request [PDF]</a>
<b>Request Menu</b>	
○	<a href="#">View Existing Requests (1)</a>
<b>User Menu</b>	
○	<a href="#">My Account</a>
○	<a href="#">Log out</a>

link and can proceed with the requesting process by choosing “**Edit**” (pictured left).

8. Clicking **Next** at the bottom of **Step 1** of 2 or **Edit** 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.

Note: You must use the version provided in step 2 of the **Request Data** process specific to your request. If you use a DUA from a different request or one of the sample documents on the Archive’s homepage, you will have to resubmit using the correct DUA version.

Note: To avoid delays in the processing of your request, please ensure the following:

- No pages are missing.
- The DUA is complete and contains all necessary signatures.
- Signatures are wet or in an official electronic signature format (e.g., PKI).
- The information in the DUA matches that in your account profile.
- All email addresses are official institutional email addresses.
- The Authorized Representative possesses legally binding signature authority for your institution.

Note: If you are at a university, contact your university’s technology transfer office. Reference the signature page of the DUA for further information.

10. Click **“Save”**. You will see a banner that confirms, “Signed DUA field is required”.
11. Log out.
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 the Archive, you must 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 the submission of a saved request.
16. Find your saved request, and click **Upload DUA** (pictured below):

**View Existing Requests**

Search Criteria

**Request Status**  
- Any -

**Request ID**

**Title**

Apply Reset

Title	NCT Trial Number(s)	DUA Status	Date Request Submitted▲	Request Status	Operations
My Research Plan	<ul style="list-style-type: none"> <li>○ NCT00000000</li> <li>○ NCT00000000</li> </ul>	Not Uploaded	Date	Not Submitted	Edit Upload DUA

17. In **Step 2** of 2 of the **Request Data** process that appears, click **Choose File** and search for your **signed** DUA on your computer.

18. 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.

If you are a student at a college or university, please obtain a signature from your institution's Technology Transfer Office for the ORGANIZATION signature. You may ask your advisor for help in obtaining this signature. If you are unable to obtain this signature, contact the NCTN Data Archive Manager at [NCINCTNDataArchive@mail.nih.gov](mailto:NCINCTNDataArchive@mail.nih.gov)

▼ Data Use Agreement (DUA)

**Download Unsigned DUA.**

**Signed DUA \***  
Please upload the signed DUA here.

No file chosen

Files must be less than **5 MB**.  
Allowed file types: **pdf jpg**.

19. Once you upload the **signed** DUA, you will see a notification banner similar to the one shown below. Wait for this banner 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 (25.7 KB)

20. Click **Submit**.

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

22. You will receive an **email** from “NCINCTNDataArchive” noting, “**Your NCTN Data Archive Request #\_\_\_ is now Pending Approval**”.

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

**Note: If your User Profile does not list an institution, an email questionnaire will be sent for you to describe how you can fulfil the terms and conditions in the DUA without an institution. This step will introduce delay in the processing of your request. Most instances will still require an institution and requests with no institution will usually require resubmission with an institution.**

23. A NCTN/NCORP Data Archive administrator will email you to notify you if any additional information is required or with information regarding the approval/disapproval of your request.

24. If you do not receive any email correspondence within 2 weeks for requests for data not collected under any collaborative agreements or 3-4 weeks for requests for data collected under one or more collaborative agreements, check your **View Existing Requests** dashboard (via the left-hand menu) to note the status of your request. You may also contact [NCINCTNDataArchive@mail.nih.gov](mailto:NCINCTNDataArchive@mail.nih.gov) with any questions about the status of a request.
25. If your request is approved, you will receive an email notification. You may then access the data immediately by going to **View Existing Requests** (via the left-hand menu), finding your request, and clicking **Download Data** (pictured below).

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

Title	NCT Trial Number(s)	Data Use Agreement	Date DUA Uploaded	DUA Status	Date Request Submitted	Request Status	Operations
My Research Plan	o NCT00000000	<a href="#">Download DUA</a> (PDF-25.7 KB)	Date	<u>Countersigned</u>	Date	Approved	<a href="#">Download Data</a>
	o NCT00000000						

26. 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 (pictured below).

Operations

[Download Datasets](#)

NCT Trial Number	Disease Type	Dataset ID	Description of Dataset	Date Submitted	<input type="checkbox"/>
NCT00000000	o Disease Type	NCT00000000-D1	Example Description	Date	<input checked="" type="checkbox"/>
		NCT00000000-D2	Example Description	Date	<input checked="" type="checkbox"/>
		NCT00000000-D3	Example Description	Date	<input type="checkbox"/>
NCT00070564	o Disease Type	NCT00000000-D1	Example Description	Date	<input type="checkbox"/>
		NCT00000000-D2	Example Description	Date	<input checked="" type="checkbox"/>

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

27. Save the **zip file** to your computer.
28. 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/NCORP Data Archive or any requests placed through the system, including inquiries regarding the status of a request, please contact [NCINCTNDataArchive@mail.nih.gov](mailto:NCINCTNDataArchive@mail.nih.gov).