SOP-01 FITBIR Account Request and Data Access Permission Request

FITBIR is a restricted access portal to search data relevant to traumatic brain injury (TBI) research. A FITBIR account is required to submit or access TBI-related data. Investigators and data managers at research sites are invited to request an account. To provide maximum protection for the confidentiality of research participants whose data is stored in FITBIR, professional credentials are verified by the FITBIR Data Access & Quality Committee (DAQ) during the account request process.

For permission to have an account to query/access shared data stored in FITBIR, a user is required to complete the following:

a. Simplified SF-424 (R&R) form
b. Data Use Certification contained in the FITBIR Data Access Request document

Both forms must be signed by the person requesting an account.

Prerequisites:

1. Signed, PDF of the Simplified SF-424 (R&R)
2. Signed, PDF of the Data Use Certification (DUC) (part of the Data Access Request Document)

Procedure:

This procedure provides process steps for account request initiation, authorization, and validation. The entire procedure typically requires 1-3 business days (assuming Prerequisites are already met)

Data Access Permission Request Initiation

1. Point your browser to the FITBIR website at http://fitbir.nih.gov.
2. Click the LOG INTO FITBIR tab.
3. Once page is redirected, click the "Request a New Account" link.
4. On the "Account Management" page, fill in the required fields marked with a *.

   Note: When describing interest in FITBIR, keep in mind this information is pertinent to administrators approving the account.

5. Click the [Continue] button when required fields are complete.
6. On the second “Account Management” page, the default High-Level Privilege selected is User (Default Access).
7. Select the Query Tool under the High-Level Privileges.

8. Request additional privileges if needed.
9. Under Administrative Files, select from the File Type drop down- Data Access Request
10. Browse and select the signed, PDF of the Data Use Certification (part of the Data Access Request Document).
11. Click the Upload button.
12. Under Administrative Files, select from the File Type drop down- SF-424 (R&R)
13. Browse and select the signed, PDF of the SF-424 (R&R)
14. Click the Upload button.
15. Click Submit Request.
16. If all required fields were successfully entered, a confirmation page will be displayed.
17. FITBIR Admin is notified that there is a request awaiting review.

Data Access Permission Request Review and Authorization

1. FITBIR Staff review the Data Use Certification and SF-424 (R&R) for completeness.
2. FITBIR Staff provides this to the FITBIR DAQ.
3. The FITBIR DAQ reviews the information and authorizes the data access.
4. With authorization from the FITBIR DAQ, FITBIR Admin establishes a user account.
5. The FITBIR Admin sends you an automated email message notifying you of the change in your account privileges.

Account Validation

1. Watch your email inbox for a message from "FITBIR-ops@mail.nih.gov" with subject "Your FITBIR website account has been approved”.
2. Return to the FITBIR website to login.