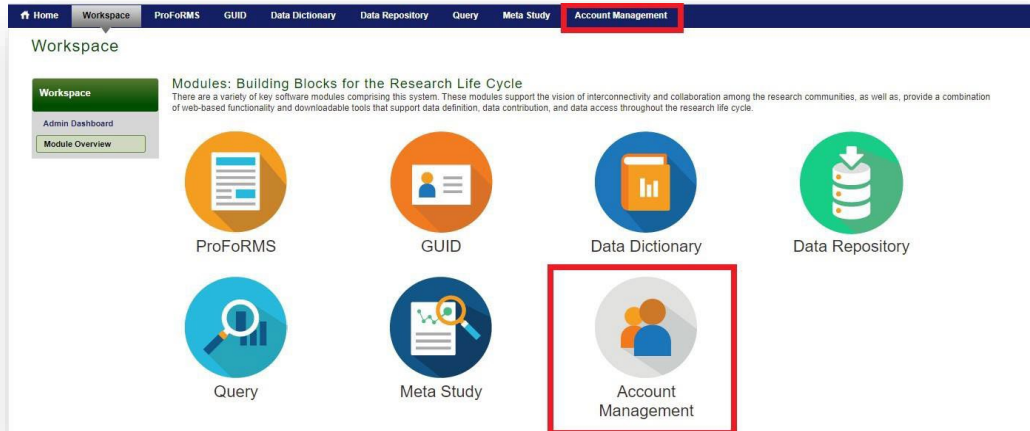


Thank you for your continued use of FITBIR. If your account privileges are about to expire, please follow the necessary steps:

1. Log into your FITBIR Account and click on the Accounts Module Icon or Tab at the top of the screen.



2. In the Account Management module, you will find your profile information, account privileges, and many other subsections. Please scroll down to the section titled, “Administrative File Templates”.

Administrative File Templates

Search:

FILE TEMPLATE	REQUIRED FOR PRIVILEGE
Biographical Sketch	Yearly Account Renewal
Data Access Request	Query
Data Submission Request	Data Dictionary, Data Repository, GUID, ProFoRMS, Yearly Account Renewal

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

- a) Here the process varies depending on how you use FITBIR.
- b) If you are a user who is accessing the data within FITBIR, you are required to renew your account privileges annually. To renew your privileges, please download and complete the “Biographical Sketch” and “Data Access Request” documents from the template section. Once you have completed the documents, please click 'Request Account Renewal' in the Account Management Module, add the updated documents, and click 'Renew Privileges'.

Administrative File Templates

Search:

FILE TEMPLATE	REQUIRED FOR PRIVILEGE
Biographical Sketch	Yearly Account Renewal
Data Access Request	Query
Data Submission Request	Data Dictionary, Data Repository, GUID, ProFoRMS, Yearly Account Renewal

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

- c) If you are a user who is submitting data to FITBIR, then your privileges are granted for one-year intervals valid until the end of your study's Period of Performance. Please contact FITBIR Operations (fitbirops@mail.nih.gov) to request an extension of your privileges. However, if you are a current submitter of FITBIR and you will be joining a new study, then please complete the "Data Submission Request" form and upload the document to your FITBIR account.

Administrative File Templates

Search:

FILE TEMPLATE	REQUIRED FOR PRIVILEGE
Biographical Sketch	Yearly Account Renewal
Data Access Request	Query
Data Submission Request	Data Dictionary, Data Repository, GUID, ProFoRMS, Yearly Account Renewal

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

3. To upload your document(s) to your account renewal, please find the "Add" button on the "Request Account Renewal" page. Use the "Add" button to upload your documents.

Existing Files

[Add](#) [Download All](#)

Search:

FILE NAME	FILE TYPE	DATE SUBMITTED
No data available in table		

Showing 0 to 0 of 0 entries

First Previous Next Last

This will open a new window with a drop-down menu and a button to choose your document. Please select the appropriate file type and then choose your document from your computer. Then press "Upload" to attach your document to your account. You



should see the document appear in the “Existing Files” table once completed.

Add User File ✕

Please upload your signed administrative documentation to support your request here.

File Type*:

No file chosen

Version :

Expiration Date :

4. Once your documents have been uploaded to your account, FITBIR Operations will process your renewal request in approximately 10 business days. Please reach out to FITBIR Operations (fitbiops@mail.nih.gov) with any questions or updates regarding your account renewal request.