

Federal Interagency Traumatic Brain  
Injury Research Informatics System  
(FITBIR)  
and  
National Trauma Research Repository  
(NTRR)

Data Submission Request

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# Informatics System Data Submission Request

From here on, the Federal Interagency Traumatic Brain Injury Research (FITBIR) and the National Trauma Research Repository (NTRR) will collectively be referred to as "the Informatics System." The Data Access Committee (DAC) approves the submission of data and/or images to the Informatics System. The DAC will review the Informatics System Data Submission Request (DSR) and Data Submission Agreement (DSA) and will decide whether to permit the submission based on the expectations outlined in the [Informatics System policy](#). In the event that submissions raise concerns related to privacy and confidentiality, risks to populations or groups, or other concerns, the DAC will consult with other experts as appropriate. In unusual circumstances, when people are denied approval to submit data, appeals may be sent to the Policy Committee.

Submitters may use this DSR and DSA to 1) only submit data or 2) submit data and for subsequent analysis with the Informatics System tools by the Submitter. Both types of requests are subject to approval by the DAC. Completing this DSR and DSA is a necessary step to submit data to the Informatics System. Access to other data within the Informatics System for analysis purposes may be subject to the Informatics System Data Access Request, Data Use Agreement, and procedures.

## Steps to Request to Submit Data and/or Images

1. Contact the Operations staff through email, FITBIR: [FITBIR-help@mail.nih.gov](mailto:FITBIR-help@mail.nih.gov) or NTRR: [NTRR-ops@list.nih.gov](mailto:NTRR-ops@list.nih.gov) to schedule an introductory call to begin planning for data submission. The Operations staff will discuss with investigators, a) data submission expectations; b) supporting materials submission expectations; c) data access preferences; d) technical specifications; and e) data accuracy. Contacting the NIH two months before the desired date of submission is recommended to provide ample time to resolve technical and other issues.
2. Review the capabilities of FITBIR at <https://fitbir.nih.gov/> or NTRR at <https://ntrr.nih.gov/>.
3. If the Informatics System can accommodate the data per discussion with the Operations staff, read the [Informatics System Data Submission Agreement](#) below.
4. Identify individuals from your institution to serve as:
  - **Data Submitter**
    - Must be a permanent employee of their institution at a level equivalent to, but not limited to, a tenure-track professor or senior researcher, **Data Submitters cannot be post-doctoral fellows, trainees, or lab technicians.**
    - Must have oversight responsibility for others named on the data submission request who will be granted submission privileges to the study.
    - Can be accountable for ensuring that all aspects of data submission aligns with the terms of the DSA and institutional policy.
    - Must have an institutional email (no public emails will be accepted, e.g., Gmail)
  - [Institutional Signing Official \(SO\)](#)

**Note: The Institutional Signing Official CANNOT also serve as the Data Submitter**

*Both the Data Submitter and Institutional Signing Official must provide an email address affiliated with their same self-identified institution corporation (NO personal email addresses will be accepted, e.g. Gmail).*

**Any request submitted with a public-domain email address will be rejected.**

5. Complete the [Data Submitter Information and Certifications](#) page and digitally sign it using a digital certificate. Once all required signatures have been added, the document should be locked during the signing process to prevent further modifications. The signed document should be uploaded when requesting an account.

6. Request an account by using the Research Auth Service (RAS) for single-sign on. Detailed instructions are available here: FITBIR: <https://fitbir.nih.gov/access-with-ras> or NTRR: <https://ntrr.nih.gov/access-with-ras>. When creating an account, request access to submit data (Study Privilege) at FITBIR: <https://fitbir.nih.gov/> or NTRR: <https://ntrr.nih.gov/>. Requests for access to the Global Unique Identifier (GUID) client software may be submitted at this time.
7. Include your completed Submission Agreement (SA) document with your request to create a new Study in the system.
8. Data submission review: The DAC will review requests to submit data to the Informatics System. Such reviews are generally completed within 15-20 business days.
9. The DAC will notify the Operations staff if the submission request has been approved. Users will receive an automated notification confirming their account access has been granted or updated.

Once a Submitter has been granted data submission permissions, they should follow the data submission steps outlined on FITBIR: <https://fitbir.nih.gov/content/contribute-data> or NTRR: <https://ntrr.nih.gov/contribute-data>.

## Data Submission Agreement for Informatics System

I request approval to submit data and/or images to the Informatics system for the purpose of sharing data for research purposes. I agree with the following terms:

1. **Research Project:** These data will be submitted solely in connection with the "Research Project", specifically indicated and described in the Submitter Information and Certifications section.

Data submitted to the Informatics System may be made available by National Institutes of Health (NIH), the Department of Defense (DOD), and the Department of Veteran Affairs (VA) for either collaborative research (i.e., to accelerate research on ongoing studies) or general research purposes (i.e., meta-analyses and other secondary uses of the data). This Data Submission Agreement (DSA) covers only the Research Project as contemplated in the Submitter Information and Certifications section. Submitter will submit a completed DSA (this document) for each research project for which submission is requested.

2. **Non-transferability of Agreement:** This Data Submission Agreement (DSA) is not transferable. Submitter agrees that substantive changes Submitter makes to the Research Project require execution of a new DSA, in which the new Research Project is designated. If the Submitter changes institutions and wishes to retain submission privileges to the Informatics System, a new DSA in which the new institution acknowledges and agrees to the provisions of the DSA is necessary.

3. **Use of NIH Global Unique Identifier Client and Common Data Elements:** Submitter has used the software program provided free-of-charge by NIH to assign GUIDs to each participant as described in the Policy for the Informatics System ([Informatics System Policy](#)) and has re-sorted the data according to the GUID. Submitter also agrees to use the Interagency [TBI Common Data Elements](#) or [Trauma Common Data Elements](#) as appropriate for their research. Operations staff will work with researchers to map their study variables to specific CDEs.

**Note:** If you are submitting data to the Data Store, please disregard this section.

4. **Non-Identification of Subjects:** Submitter agrees the data and/or images have been 'de-identified' according to the following criterion: the identities of subjects cannot be readily ascertained or otherwise associated with the data by the repository staff or secondary data users. Submitter further agrees not to disclose the identities of research participants to the Informatics System in the future and to verify that data and/or images lack identifiers after submission. Submitter agrees to notify the Informatics System as soon as possible if, upon review of Informatics System data, the Submitter discovers identifying information in that data.

5. **Data Disclaimers:** Submitter agrees that the DOD, NIH, and VA do not and cannot warrant the results that may be obtained by using any data or data analysis tools included in the Informatics System. The DOD, NIH, and VA disclaim all warranties as to the accuracy of the data in the Informatics System or the performance or fitness of the data or data analysis tools for any particular purpose.

6. **Supporting Materials:** Submitter agrees to provide the Informatics System with supporting information and documentation (“Supporting Materials”) to enable efficient use of the submitted data by investigators unfamiliar with the data. For example:

- Research protocol(s)
- Questionnaire(s)
- Study manuals
- Description of variable measures
- Other supporting documentation, as appropriate

7. **Data Accuracy:** Submitter certifies to the best of his/her knowledge and belief that the data submitted to the Informatics System are accurate. Submitter also agrees to perform the specified quality control activities within a timeframe specified by the Informatics System Policy (see above). Submitter further agrees to notify the Informatics System as soon as possible if, upon review of Informatics System data, the Submitter discovers data quality concerns.

8. **Notification to DOD and NIH of Publication:** Prompt publication or other public disclosure of the results of the Research Project is required. Submitter agrees to notify the DOD, NIH, and VA as to when and where a publication (or other public disclosure) of a report from the Research Project will appear. Notification of such publications can occur by sending an email to FITBIR: [FITBIR-help@mail.nih.gov](mailto:FITBIR-help@mail.nih.gov) or NTRR: [NTRR-ops@list.nih.gov](mailto:NTRR-ops@list.nih.gov) with the title, authors, place of publication, and publication date. Notification of such publications can also occur by sending to the Informatics System an updated biographical sketch or CV of the publishing author.

9. **Data Access for Research:** Submitter agrees that data and Supporting Materials submitted to the Informatics System may be accessed and used broadly by qualified researchers for research and other activities as authorized by and consistent with law. This access may result in duplication of research data.

10. **Non-Research Access:** Submitter acknowledges that data and Supporting Materials submitted to the Informatics System become U.S. Government records that are subject to the Freedom of Information Act (FOIA). DOD and NIH are required to release Government records in response to (FOIA) requests unless they are exempt from release under one of the FOIA exemptions. Submitter further acknowledges that data and Submitting Materials may be used or released consistent with law.

11. **Acknowledgments:** In any and all publications based upon dataset(s) submitted to the Informatics System, Submitter agrees to cite the Informatics System, the relevant Informatics System dataset identifier (a serial number), and the Submitters’ federal research funding sources in each publication to which such datasets contribute (for abstracts, as space allows). The publication should include the following acknowledgement:

*Data used in the preparation of this article reside in the Department of Defense (DOD) and National Institutes of Health (NIH)-supported [specify FITBIR or NTRR] Informatics System in [specify dataset identifier]. This manuscript reflects the views of the authors and does not reflect the opinions or views of the DOD or the NIH.*

Submitter agrees to acknowledge the contribution of the bioinformatics platform, the relevant Informatics System dataset identifier(s) (a serial number), and the Submitter(s) in any and all oral and written

presentations, disclosures, and publications resulting from any and all analyses of data using the Informatics System tools, whether or not Recipient is collaborating with Submitter(s). The manuscript should include the following acknowledgement or other similar language:

*Data and/or research tools used in the preparation of this manuscript were obtained and analyzed from the controlled access datasets distributed from the DOD, VA, and NIH-supported Informatics Systems. The [specify FITBIR or NTRR] Informatics System, created by the Department of Defense, the Department of Veteran Affairs, and the National Institutes of Health, is a national resource to support and accelerate research in TBI and trauma. Dataset identifier(s): [provide]. This manuscript reflects the views of the authors and may not reflect the opinions or views of the DOD, VA, NIH, or of the Submitters submitting original data to the Informatics System.*

12. **Non-Endorsement; Liability:** Submitter agrees not to claim, infer, or imply endorsement by the United States Government, the Department of Defense, the Department of Health & Human Services, or the National Institutes of Health of the Research Project, the entity, or personnel conducting the Research Project or any resulting commercial product(s). The United States Government assumes no liability except to the extent provided under the Federal Tort Claims Act (28 U.S.C. § 2671-2680).

13. **Submitter's Compliance with Institutional Requirements:** Submitter acknowledges that these data were collected in a manner consistent with all applicable laws and regulations, as well as institutional policies. Submitter further acknowledges that the data were collected pursuant to an informed consent that is not inconsistent with the data submission, and that the data submitted were collected in accordance with the NIH, DOD, and VA regulations, or applicable foreign law concerning the protection of human subjects, and other applicable U.S. federal and state laws, if any.

14. **Submitter's Permission to Post Information Publicly:** Submitter agrees to permit the DOD, NIH, and VA to summarize and release for public use on the Informatics System Web site the Supporting Materials along with the Submitter's name and organizations/institutional affiliation.

15. **Privacy Act Notification:** The Submitter agrees that information collected from the Submitter, as part of the SA, may be made public in part or in whole for tracking and reporting purposes. This Privacy Act Notification is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5 U.S.C. Section 552a. Authority for the collection of the information requested below from the Submitter comes from the authorities regarding the establishment of the National Institutes of Health, its general authority to conduct and fund research and to provide training assistance, and its general authority to maintain records in connection with these and its other functions (42 U.S.C. 203, 241, 2891-1 and 44 U.S.C. 3101), and Section 301 and 493 of the Public Health Service Act. These records will be maintained in accordance with the [Privacy Act System of Record Notice 09-25-0200](#) covering "Clinical, Basic and Population-based Research Studies of the National Institutes of Health (NIH), HHS/NIH/OD." The primary uses of this information are to document, track, and monitor and evaluate the submission of data from clinical, basic, and population-based research activities and to notify Submitters in the event a potential error in the dataset is identified or in the event of updates or other changes to the database.

The Federal Privacy Act protects the confidentiality of the Submitter's NIH, DOD, and VA records. The DOD, NIH, and VA will use the data collected for the purposes described above. In addition, the Act allows the release of some information in the Submitter's records without the Submitter's permission; for example, if it is required by members of Congress or other authorized individuals. The information requested is voluntary, but necessary for submitting data to the Informatics System.

16. **Security:** Submitter acknowledges the expectations set forth by the attached "Information Security Best Practices" for the use and security of data.

17. **Amendments:** Amendments to this DSA must be made in writing and signed by authorized representatives of all parties.

18. **Termination:** Either party may terminate this DSA without cause provided 30 days written notice to

the other party. The Informatics System will retain a copy of all data already submitted for which data quality activities have been completed, except in the event that research participants withdraw consent for sharing of their data through the Informatics System repository and the DOD, NIH, and VA are informed by the Submitter to withdraw the data. Submitters agree to immediately report violations of the Informatics System Policy to the DAC. Additionally, the DOD, NIH, and VA may terminate this agreement with 5 days written notice if the agencies determine, in their sole discretion, that the Submitter has committed a material breach of this DSA. The agencies may, in their sole discretion, provide Submitter with 30 days' notice to remedy a breach before termination. Closed accounts may be reactivated upon submission of an updated Data Submission Request and DSA.

19. **One-Year Term and Access Period:** Researchers who are granted permission to submit data to the Informatics System receive an account that is valid for a period of one year. This DSA will automatically terminate at the end of one year. An account may be renewed upon recertification of a new DSA. Accounts that remain inactive for 12 consecutive months may be closed at the discretion of the DOD, NIH, and VA.

## Information Security Best Practices

The purpose of these Security Best Practices, which are subject to applicable law, is to provide minimum security standards and best practices for individuals who use the Informatics System to submit, access, and analyze data. Keeping the Informatics System information secure through these best practices is important. Subject to applicable law, Submitters agree to immediately report breaches of data confidentiality to the DAC.

### Best Practices

- Do not attempt to override technical or management controls to access data for which you have not been expressly authorized.
- Do not use your trusted position and access rights to exploit system controls or access data for any reason other than in the performance of the proposed research.
- Ensure that anyone directed to use the system has access to, and is aware of, Information Security Best Practices and all existing policies and procedures relevant to the use of the Informatics System, including but not limited to, the FITBIR or NTRR policy at FITBIR: <https://fitbir.nih.gov/content/policies-and-procedures> or NTRR: <https://ntrr.nih.gov/policies-and-procedures>.
- Notify the Operations team at FITBIR: [FITBIR-help@mail.nih.gov](mailto:FITBIR-help@mail.nih.gov) or NTRR: [NTRR-ops@list.nih.gov](mailto:NTRR-ops@list.nih.gov) of security incidents, or any incidents of suspected fraud, waste or misuse of the Informatics System or when access to the Informatics System is no longer required.

### Security Standards

- Protect the data, providing access solely to authorized researchers permitted access to such data by your institution.
- Neither store nor transmit links between personally identifiable information and GUIDs.
- When you download Informatics System data, download the data to a secured computer or server with strong password protection.
- For the computers hosting Informatics System data, ensure that they have the latest security patches and are running virus protection software.
- Make sure the data are not exposed to the Internet or posted to a website that may be discovered by Internet search engines, such as Google or MSN.
- If you leave your office, close out of data files or lock your computer. Consider the installation of a timed screen saver with password protection.
- Avoid storing data on a laptop or other portable medium. If storing data on such a device, encrypt the data. Most operating systems have the ability to natively run an encrypted file system or encrypt portions of the file system (Windows = EFS or Pointsec and Mac OSX = File Vault).
- When finished using the data, destroy the data or otherwise dispose of them properly.

## Submitter Information and Certifications

**NOTE:** Upload the document as a PDF. E-signatures with a digital certificate are required. Lock the document after signing prior to submission.

Date: \_\_\_\_\_

Choose one: ☐ FITBIR ☐ NTRR

Type of Application: ☐ New ☐ Renewal

### Data Submitter Information (Click [Link](#) for more information)

Are you the Project Director/Principal Investigator? ☐ Yes ☐ No

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_

Institution: \_\_\_\_\_ Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*Note: public emails will be automatically rejected – please use your institutional email*

Research Project (Grant #): \_\_\_\_\_ Funding Agency: \_\_\_\_\_

Research Project (title and brief description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Certificate of Confidentiality: ☐ applied ☐ obtained ☐ does not have

### 2. Attachments:

Upload electronic copies of the study protocol, questionnaires, study manuals, variables measured, and other supporting documentation, as appropriate via the Informatics System Website.

### 3. Signatures:

By signing and dating this DSA as part of submitting data to the Informatics System, I certify that I will abide by the DSA and the DOD, NIH, and VA principles, policies and procedures for the use of the Informatics System. I further acknowledge that I have shared this document and the DOD, NIH, VA policies and procedures with any research staff who will participate in the use of the Informatics System.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRB Approval #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



### Submitter's Authorized Institutional Signing Official (SO) Information and Signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

By signing and dating this DSA as part of submitting data to the Informatics System, I certify that I will abide by the DSA, and the DOD, NIH, and VA principles, policies and procedures for the use of the Informatics System. As the SO, I confirm that the listed Data Submitter is affiliated with their listed institution and meets the minimum requirements to qualify as a Data Submitter. I also confirm that each listed Collaborator is affiliated with their indicated institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Institutional Signing Official (SO) has institutional authority to legally bind the institution in grants administration matters. The individual fulfilling this role may have any number of titles in the grantee organization. The label "Signing Official" is used in conjunction with the [eRA Commons](#). For most institutions, the Signing Official (SO) is located in its Office of Sponsored Research or equivalent.

If you are unable to identify your SO, contact the NIH eRA Commons Service Desk.

Inquiries about requests to Submit Data to the Informatics Systems should be sent to:

FITBIR: [FITBIR-help@mail.nih.gov](mailto:FITBIR-help@mail.nih.gov)

NTRR: [NTRR-help@mail.nih.gov](mailto:NTRR-help@mail.nih.gov)

### Information on Other Key Personnel Requiring Data Submission Privileges:

Please list ALL individuals on the project that will need submission privileges to the repository, including graduate students, post-doctoral fellows, technicians, internal collaborators, etc.

**Note: Collaborators MUST be from the same institution as the Data Submission Requester and SO. List each Collaborator below. External Collaborators are required to submit a separate DSA.**

**Collaborator** is an individual whose identity has been validated and who is a permanent employee of their institution at a level equivalent to a tenure-track professor or senior scientist equivalent, but who is not under the direct supervision of the Data Submission Requester submitting the Request, who assists with the research project involving controlled-access data.

- **Internal collaborators** are employees of the Institutional Requester and work at the same institution as the Data Submission Requester.
- **External collaborators** are not employees of the Requester and/or do not work at the same location as the Data Submission Requester and consequently must be independently approved to submit data. If the Data Submission Requester plans to collaborate with investigators outside of their Requesting institution, then each external collaborator must submit a separate DSA with the exact title and wording as the Data Submission Requester and be approved by the DAC.

**Data User Profile (Must be from the same institution as the Data Submission Requester and SO):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_  
Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ (institutional emails only, no Gmail etc)  
Project Role: \_\_\_\_\_ Other Project Role Category: \_\_\_\_\_

**Data User Profile (Must be from the same institution as the Data Submission Requester and SO):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_  
Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ (institutional emails only, no Gmail etc)  
Project Role: \_\_\_\_\_ Other Project Role Category: \_\_\_\_\_

**Data User Profile (Must be from the same institution as the Data Submission Requester and SO):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_  
Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
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Project Role: \_\_\_\_\_ Other Project Role Category: \_\_\_\_\_

**Data User Profile (Must be from the same institution as the Data Submission Requester and SO):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_  
Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ (institutional emails only, no Gmail etc)  
Project Role: \_\_\_\_\_ Other Project Role Category: \_\_\_\_\_

**Data User Profile (Must be from the same institution as the Data Submission Requester and SO):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_  
Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ (institutional emails only, no Gmail etc)  
Project Role: \_\_\_\_\_ Other Project Role Category: \_\_\_\_\_

**Data User Profile (Must be from the same institution as the Data Submission Requester and SO):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Degree: \_\_\_\_\_ Academic Position (or Title): \_\_\_\_\_  
Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ (institutional emails only, no Gmail etc)  
Project Role: \_\_\_\_\_ Other Project Role Category: \_\_\_\_\_

Use additional sheets for additional profiles as needed.