



Collaborators

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Collaborators within Primary PI's Institution

I am working on the “Collaborators” section of the dbGaP data access request. What are the requirements for internal collaborators?

You would need to provide the full legal names and contact information for all additional investigators from your institution who will have access to the dataset(s). (Exclude trainees, who are covered under the [NIH policy](#)). By submitting names on this form, requestors and signing officials guarantee that these individuals have read and agreed to the terms, conditions, and statements of the respective Data Use Certification(s).

Please note that collaborators from other institutions must submit a separate Data Access Request(s) for this project from their respective institution(s). All collaborators must be approved users before data can be shared. Coordinated requests by collaborating institutions should each use the same project title and should each complete this section in their respective applications.

(03/10/2021)

Collaborators outside Primary PI's Institution

I am an authorized user for controlled-access data. Can I add another investigator who is outside my organization to my dbGaP project?

Yes, you can. You would need to provide the full legal names and contact information for external collaborators (i.e., those employed outside Coprimary PI's institution). External collaborators should be listed in the external collaborator(s) section of the project request applications. Data exchange between all collaborators must be consistent with the NIH Security Best Practices for Controlled-Access Data Subject to the Genomic Data Sharing (GDS) Policy and GDS Policy.

External collaborators must submit a project request with (1) the same project title and (2) a Research Use Statement and Cloud Use Statement, if applicable, that references the collaboration (for smaller collaborations, the name and institution of the collaborating PI(s) or for larger efforts, the consortium name)..

You can revise your application to include such a statement if it hasn't been included. Please see [here](#) for more about how to revise and resubmit a dbGaP project.

(07/23/2013)

Collaborators who Contract with the Primary PI's Institution

I'm university staff and will collaborate with a company whose contract is with my university. Should the company submit a separate data request form?

The company that has contract with your institution is an external collaborator. They must submit a separate data access request since each data access request is specific to one institution: Please see [here](#) for more about external collaborators.

(07/12/2012)

Add or Remove Collaborators

How can I add or remove collaborators from my dbGaP project?

To add or remove collaborators from a dbGaP project, the Principal Investigator (PI) needs to revise and resubmit the project through the dbGaP system. Please see [here](#) for more details of how to revise and resubmit a dbGaP project..

(10/20/2017)