



Submission Handles

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Requesting a Handle

How do I request a submission handle?

The dbSNP web site has a very easy automated online [Handle Request form](#) The link to this form is located on the left blue side-bar of the [dbSNP home page](#). Just click on the words “SNP Submission” to release a drop-down menu that includes the link. (01/08/07)

Handle Naming Convention

Is there a specific name format I should use for my submission handle?

First time submitters to dbSNP are asked to submit a unique laboratory identifier, or “handle”, as well as general contact information by using the online [Handle Request Form](#) prior to their first submission. This “handle” can be an acronym, the shortened name of a submitter, or the shortened name of a large laboratory or research institute, and should contain no more than 20 characters. Your handle will allow submissions to be associated with your laboratory independent of the details of who is handling a particular set of submissions from that laboratory. An [example](#) of how to fill out the handle request form is available online. (04/05/06)

Changing Contact Information for a Handle

Is it possible to change the contact details for a Handle?

You can change any part of the contact information you want, you just can't change the handle itself.

If you are a member of a lab or group represented by the handle and you want your name and contact information associated with the data you submit, you can put different contact names and contact information in the fields located just below the Handle field (NAME, FAX, TEL, and EMAIL) in the submission form. (7/20/07)

Handle Case Sensitivity

Is a submitter's “handle” case sensitive?

The handle is case sensitive — It should be all uppercase.(5/15/06)

Requesting a Handle for Partners within a Consortium

When SNP data records are submitted, is it possible to attribute the submission to two or more partners within the context of a consortium?

Yes, it is possible. You can see current examples of submissions attributed to members of a consortium on dbSNP:

The [International HapMap project ConsortiumSeattleSNPs](#). NHLBI Program for Genomic Applications (PGA). Please note that PGA provides a link in the "Comment:" field that can be used to get detailed information on how to cite the consortium's work.

Below is a summary of the steps required for dbSNP submissions:

1. Request a submission handle for your lab [online](#). A submission template and instructions will be sent along with your handle confirmation.
2. Fill out the CONTACT, PUB, METHOD, POPULATION, INDIVIDUAL, SNPASSAY, and SNPINDUSE sections of the template and submit the completed template to snp-sub@ncbi.nlm.nih.gov. (7/26/06)

Handle belongs to PI or PhD Student?

I know I submit the name of the principal investigator (PI) for a handle request, but what if the SNPs submitted under that handle are generated during a PhD work? Is the handle PI the head of the lab or the PhD student?

In a handle request, include the names of all people (separated by commas) who will be responsible for data accuracy and who can be contacted for corrections (2/16/06)

Submitting under an Existing Handle

I believe our laboratory already has a handle, but I don't know what it is. How do I find out?

You can look for you handle online:

1. Go to the dbSNP [Database Dictionary](#).
2. Enter text that you think may be contained in the handle, and then click on the radio button above the text box marked "contains".
3. Click the "Search" button.

I'm submitting for the first time, but my lab has an existing Handle. Do I need to fill in my personal contact information when I submit a batch for our lab under the current handle?

In the contact section of your submission form, put your lab's Handle in the Handle field, but insert your own name, telephone, fax and email information in the telephone, fax and email fields located below the Handle field. (7/18/07)

I requested a handle and sent an email last week to submit some SNPs we found. Now I have two more SNPs to submit. Can I use the same handle for this submission?

Yes, the handle is yours to use for all your submissions to dbSNP. If you have additional questions about submitting, try dbSNP's new [submission Quick Start](#) (5/29/07)

Handles and Multiple Submitters

I want to submit a variation to dbSNP. Do I use my contact information or my Principle Investigator's (PI's) contact information?

As situations may arise during submission processing that necessitate contact with the person actually submitting the data, dbSNP requests that the individual filling out a submission file place their own contact information (**name, email, etc.**) in the CONTACT section of the submission file.

A submitter's **handle** is associated with the contact information of a person of authority who is associated with the laboratory regardless of who actually handles and submits the data – such as the Lab Chief or Principle Investigator, so your laboratory's handle, which is also required on the submission form, will associate the submitted data with the submitting entity (laboratory, center, institute or project) independent of the details of who handles the submission from that entity. (03/06/08)

Our handle name is XX and the associated email address belongs to the head of the lab. Can other lab members submit SNPs using their own email addresses?

Yes. In the submission form, put the Handle for lab (or group) in the HANDLE field. Although just the primary investigator's name is associated with a handle, different contact names (people from the same lab that are handling and submitting the data) and contact information can be placed in the fields (NAME, FAX, TEL, and EMAIL) located below the HANDLE field.(2/14/07)

Can I place multiple names under one SNP Handle?

There should only be one primary investigator name associated with a handle. During a submission, however, different contact names (people from the same lab that are handling and submitting the data) can be used.

You may request to have multiple handles assigned if there are different labs or investigators that have independently assayed the same SNP using a different method or sample. Each lab would then submit its own data for the same SNP using the assigned handle.

Is it possible to change the contact details for a Handle?

You can change any part of the contact information you want, you just can't change the handle itself.

If you are a member of a lab or group represented by the handle and you want your name and contact information associated with the data you submit, you can put different contact names and contact information in the fields located just below the Handle field (NAME, FAX, TEL, and EMAIL) in the submission form. (7/20/07)