ABCD Data Access Procedure

Overview

Before accessing the ABCD data, permissions to the dataset must first be granted by the National Institutes of Health (NIH) National Data Archive (NDA).

In order to obtain the required NDA permissions, each collaborator must have an NDA account, and must be added to the Data Use Certification (DUC) with Nico Dosenbach.

While this request may be made on an individual basis, we advise that every individual in a research group who may potentially come in contact with this data, now or in the future, be added to the agreement. Therefore, groups may find they would prefer one member of the research group to coordinate the request on the group's behalf.

Important Note: Individuals requesting access to the ABCD data at this server location must be added to the same DUC agreement with Nico Dosenbach, as is on file with the NDA. Access cannot be given to individuals according to their own or existing DUC agreements. For compliance with NDA policy, anyone to access this data as preprocessed and maintained by the laboratory of Nico Dosenbach, must be on the same DUC with the laboratory of Nico Dosenbach.

At this time, request to access is limited to collaborators within Washington University.

Process

1. **Create an NDA user account.** If you do not already have an NDA account, please create this by navigating to https://nda.nih.gov/user/create_account.html

2. **Send your access request to Kristen Scheidter, k.scheidter@wustl.edu**. For all collaborators for whom access is requested, please include:

   NDA username(s)
   NIL Unix username(s)
   Lab/research group affiliation

3. **An addendum to add collaborators to the DUC filed under lead recipient Nico Dosenbach will be completed on your behalf.** This will be finalized by the appropriate Washington University signing official. The final executed agreement will be submitted to the NDA, who will then grant permissions. You will be notified when this process is complete. The agreement will be supplied to you for your records.

4. **Log into your NDA account and agree to terms.**

   Upon notification that NDA permissions are granted, each individual must log into their NDA account and confirm agreement to terms. This will appear as a pop-up prompt at the time of login following approval. This step finalizes the agreement process.

5. **Please reply** to Kristen Scheidter confirming that the final step of agreement to terms has been completed.

6. **Repeat request process as needed** for new collaborators.

   Anyone in a research group who might interact with this data should be added to the agreement at the soonest possible date to avoid unintentional access without permissions.

   Research groups are strongly encouraged to make a request as soon as possible when new lab members join their research group.

Access

After addition to the DUC has been completed and agreement to terms finalized, Unix permissions will be granted to the user according to their Unix username. This will allow access to the data at the server path. Requestor(s) will be notified when this access has been cleared.

Important note: This access is only for the individual to whom it is designated and is not to be shared with any other individual.

Maintaining Access

In order to maintain access, users must keep the terms of the DUC, including:

Not sharing the data with anyone not on the DUC.

Creating and sharing a NIMH Data Archive Study and following reporting requirements for annual renewal. Please refer to sections 8 and 15 of the DUC.

Annual Renewal

Prior to date of expiration and renewal due **8/15/2020**, each individual, or research group as appropriate, must send their annual report of research accomplishments. Please submit your report to Kristen Scheidter, k.scheidter@wustl.edu. For publications, computational pipelines, or other public disclosures resulting from ABCD data, include:

   NDA study number **OR**

   PubMed ID(s) or citations

Important note: This information will be required in a timely manner in order to be submitted together with the renewal. If not received, and contact cannot be established, server path access for the individual(s) who have not met this renewal requirement will be terminated. Access may be reinstated following receipt of the annual report.