



SCCS On-line Request System Site Tutorial

Data and Biospecimen Use and Publications Committees

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Definitions and Abbreviations

ORS: Online Request System

The online submission system to access information about resource availability as well as to submit new requests

DBU: Data and Biospecimen Use Committee

Reviews and Approves Data Access, Data Analysis, Biospecimens & Data and Ancillary Study requests

PI: Principal Investigator

The primary applicant

Ancillary Study

A project that involves recontacting participants for the collection of new data and/or biospecimens

Numbers Request

A request for counts, distributions, or cross-tabulations of one or more variables for feasibility analyses

Creating and Accessing Your Account

If you do not already have an account, you will need to [register with the site](#) using a valid and verifiable email address (preferably one affiliated with your institution).

When registering or updating your account info, be sure to enter as many details as possible. This includes any additional email addresses to aid co-investigators in adding people to the research efforts if a different email was used for the ORS account. Also include your mobile number to reset forgotten passwords and to receive text updates on your submitted requests. Please note that you must confirm a mobile number while logged in via [your account page](#) by *using the button adjacent to the mobile number*. A confirmation code will be texted to you.

If you are not an SCCS Investigator, please upload your NIH formatted biosketch. Note that the list of SCCS Investigators is determined by the SCCS Principal Investigators (PIs).

As an added layer of account security, the ORS has an optional system Multi Factor Authentication (MFA). If you [choose to enable MFA](#), you will need to install the Google Authenticator for [Android](#) and [iOS](#) app on your mobile phone. Within the phone app you will scan the ORS supplied QR code, which will link your phone and ORS account. Future login attempts would then require you to start the app and retrieve a short code to type into the ORS login screen. Note: in the future the use of MFA may be required for ORS access.

Documentation Menu

Documents that describe the SCCS resources and application process can be viewed or downloaded via the [Documentation](#) menu bar link. Documents are grouped by type and show the last revised date. You may view documents in a card or grid display. Documents updated within the past month are tagged by a NEW icon.

The following codebooks and documentation files are available, grouped by category:

Instructions

<p>Use of Cohort Guidelines</p> <p>Guidelines for the Use of Data and Biologic Specimens, Permission to Contact Study Participants for Ancillary Studies, and Publication of Study Results</p> <p>View Download</p> <p>Last updated 2/27/2020 7:24 AM</p>	<p>Site Tutorial</p> <p>Site Tutorial with basic information on site login, navigation, use of Application Concepts, submission of requests and reporting</p> <p>View Download</p> <p>Last updated 2/26/2020 2:19 PM</p>	<p>SCCS Biospecimen requisition fees</p> <p>Cost for investigator use of SCCS Biosamples</p> <p>View Download</p> <p>Last updated 9/7/2022 9:57 AM</p>	<p>Human Subjects Information</p> <p>Human Subjects Information</p> <p>View Download</p> <p>Last updated 9/26/2018 11:23 AM</p>
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Reports

<p>SCCS Baseline Codebook Variable Distribution</p> <p>SCCS Baseline Codebook Variable Distribution</p> <p>View Download</p> <p>Last updated 4/27/2015 10:54 AM</p>	<p>SCCS First Follow-up Codebook Variable Distribution</p> <p>SCCS First Follow-up Codebook Variable Distribution</p> <p>View Download</p> <p>Last updated 4/30/2015 10:41 AM</p>	<p>SCCS Second Follow-up Codebook Variable Distribution</p> <p>SCCS Second Follow-up Codebook Variable Distribution</p> <p>View Download</p> <p>Last updated 8/22/2016 3:17 PM</p>	<p>SCCS Third Follow-up Codebook Variable Distribution</p> <p>SCCS Third Follow-up Codebook Variable Distribution</p> <p>View Download</p> <p>Last updated 10/18/2018 1:40 PM</p>
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Instructions

This section contains information about guidelines for accessing and using SCCS resources as well as costs related to using SCCS biospecimens. The fee schedule changes on a yearly basis according to Vanderbilt University Medical Center policies.

The following codebooks and documentation files are available, grouped by category:

Instructions

<p>Use of Cohort Guidelines</p> <p>Guidelines for the Use of Data and Biologic Specimens, Permission to Contact Study Participants for Ancillary Studies, and Publication of Study Results</p> <p>View Download</p> <p>Last updated 2/27/2020 7:24 AM</p>	<p>Site Tutorial</p> <p>Site Tutorial with basic information on site login, navigation, use of Application Concepts, submission of requests and reporting</p> <p>View Download</p> <p>Last updated 2/26/2020 2:19 PM</p>	<p>SCCS Biospecimen requisition fees</p> <p>Cost for investigator use of SCCS Biosamples</p> <p>View Download</p> <p>Last updated 9/7/2022 9:57 AM</p>	<p>Human Subjects Information</p> <p>Human Subjects Information</p> <p>View Download</p> <p>Last updated 9/26/2018 11:23 AM</p>
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Reports

Codebook variable distributions

Users will find reports that have frequency distributions for responses to select SCCS questionnaires.

SCCS Question Index

The Question Index is a spreadsheet that shows the general content of each questionnaire. Users may find this helpful for identifying content that was included on more than one questionnaire.

SCCS Cause of Death Report

The Cause of Death Report shows all causes of death using the National Death Index recode categories. Note that death information can only be released as NDI recode values provided by the National Death Index. Individual causes of death cannot be released unless they align directly with a NDI Recode value. See the SCCS Mortality Codebook for more information.

SCCS Incident Cancer Report

This provides a link to the incident cancer report under the Reporting menu.

Questionnaires

Copies of all SCCS questionnaires are available.

Codebooks

This section contains codebooks that list variable names and meanings for questionnaires and other data sources. Applicants must use these files to list the specific variables that they are requesting.

Cancer Registry Codebooks

This section contains codebooks for cancer registry variables. It includes a codebook that incorporates all cancers as well as codebooks that have been developed for specific cancers.

Biospecimens

This section contains several items that are useful for applicants considering a request that uses SCCS biospecimens.

SCCS Biomarker Availability

Listing of assays, analytes and counts for studies utilizing SCCS biospecimens

SCCS MRC/Tissue Collection

Counts of SCCS participants for whom incident cancer tissue/pathology has been acquired

Biospecimens available and collection and processing methods

Description of the types of SCCS biosamples collected and methods of collection and storage

SCCS Biospecimen collection to lab receipt/storage

Breakdown of the time between sample collection and storage at the VUMC SCCS biospecimen repository

Reporting Menu

Reviewing the List of Approved Requests

Users can view a report of Requests currently approved by the SCCS DBU Committee via the [Reporting](#) menu bar link under the heading of APPROVED DBU REQUESTS. All applicants are highly encouraged to review the list to look for possible overlap before submitting a new request. If there is a desire to explore possible collaboration with a listed investigator please reach out to them to discuss.

The list can be filtered by Request type, ID, investigator name, title, keywords, submission date and DBU meeting date by typing into the bar at the bottom of the report. The search field can also be used to find applications by these items.

Approved DBU Requests - [select a row to view additional detail](#)

Show entries

Search:



Type	Req Id	Investigator	Title	Keywords	Submitted	Meeting
Ancillary Study	24	Thomas Wang	Cardiovascular disease and cancer prevention among underserved populations: the SCCS polypill pilot trial	Cardiovascular Prevention, Hypertension, Hyperlipidemia, Cancer Prevention, Aspirin	1/21/2014	2/4/2014
Biospecimen & Data	24	William Blot	Obesity and colorectal cancer: Exploring underlying mechanisms using metabolomics	obesity, colorectal cancer, metabolomics	3/12/2013	
Data Access	248	Yong Cui	Depression and total and disease-specific mortality in a low socioeconomic and African-American dominant population	Depression, CES-D, socio-economic status, race, mortality outcomes, comorbidity	2/20/2018	3/6/2018
Data Access	24	Jay Fowke	Hypertension and diabetes medication and lower urinary tract symptoms in the Southern Community Cohort Study	hypertension, diabetes, medication, lower urinary tract	2/14/2012	
Data Access	124	Xiao-Ou Shu	Dairy food intake and total and cause-specific mortality	dairy products, calcium, fatty acids, mortality, cardiovascular diseases, African Americans	3/13/2014	4/1/2014

Showing 1 to 5 of 9 entries (filtered from 296 total entries)

Previous **1** 2 Next

Clicking a Request will display selected details at the bottom of the page, including any co-investigators and the abstract.

Detail of Chosen Request

Req ID:	24
Title:	Cardiovascular disease and cancer prevention among underserved populations: the SCCS polypill pilot trial
Investigator:	Thomas Wang
Co-Applicants:	Jen Sirko, Joseph McLaughlin, William Blot, Debra Friedman, Wei Zheng
Keywords:	Cardiovascular Prevention, Hypertension, Hyperlipidemia, Cancer Prevention, Aspirin
Abstract:	Advances in understanding the biological and genetic underpinnings of disease risk have led to individualized strategies for disease prevention. The benefits of "personalized medicine," however, are less likely to reach those with limited means, the populations which tend to be at the highest risk of chronic illnesses such as cardiovascular disease (CVD) and cancer. Approaches that are broad-based, effective, and efficient are needed to reduce the burden of these conditions in underserved populations. We propose to test the feasibility of daily administration of a "polypill" in a medically--underserved population. The polypill is a fixed combination of low-dose generic medications with known benefits in primary prevention. The proposed ancillary study is intended to be a pilot for a larger trial to assess the effectiveness of the polypill in reducing the incidence of cardiovascular events and cancer.

Counts of Individuals with Cancer

Users can view a report of individuals diagnosed with or deceased from cancer under the [Reporting](#) menu bar link under the heading of INCIDENT CANCER. This report allows the user to retrieve counts by major types of cancer and also displays the counts of cases with biospecimens by biospecimen type. The reports are available by race and sex categories using the dropdown menu. Users are encouraged to review these reports prior to submitting an application to confirm the feasibility of their study. Biospecimen collection within the entire cohort is available from the "Biospecimens available and collection and processing methods" document under the DOCUMENTATION menu.

Cancer case definitions

Cases are individuals diagnosed with a cancer following SCCS enrollment. They are identified through linkages with state cancer registries, linkages with death records, or linkages with both sources. For these reports, a DBU committee request that is of the same topic and create a new Application Concept for a new and unrelated topic. All REQUESTS FOR MANUSCRIPT OR ABSTRACT REVIEW by the SCCS Publications Committee should always be created within the same APPLICATION CONCEPT that the dataset was requested under.

Cancer Registry Identified: Incident cancers identified through linkage with the cancer registries were classified according to primary site and histology categories. The ICD categories are listed on the ICD HISTOLOGY tab. The dates through which linkages are complete are listed on the STATE LINKAGES tab and vary by state.

Death Record Identified: Incident cancers identified only through linkage with the National Death Index (NDI) were classified according to standard ICD-10 definitions for the underlying or contributing (record

axis) causes of death. NDI requires causes of death to be recoded and grouped by category. These categories are available on the “Code Definitions” tab and cannot be divided into smaller categories when preparing datasets for users. For example, a user can request “lung cancer” and SCCS is required to provide all records in the category of “Trachea, bronchus, and lung” without restricting to just lung cancer.

Biospecimen collection status among cancer cases

The incident cancer report also displays the status of banked biospecimens. Information on the collection procedures is available in the “Biospecimens available and collection and processing methods” document under the” DOCUMENTATION menu.

The incident cancer report contains the following categories:

With DNA: A blood or mouth rinse sample was collected which is suitable for germline DNA. Note, this does not mean that the sample has already had DNA extracted. Users should assume that all requested samples need to be extracted unless told otherwise.

With Blood: A blood sample was collected.

With Mouth rinse: A mouthwash rinse or an Oragene rinse was collected.

With Urine: A urine sample was collected.

With Stool: A stool sample was collected. Users should note that stool collection occurred several years after enrollment and is unlikely to have been collected prior to cancer diagnosis.

Creating and Using an Application Concept

The SCCS ORS organizes all Requests via containers known as APPLICATION CONCEPTS. An APPLICATION CONCEPT is used to house all requests related to a particular topic. New users will create a new Application Concept for their first submission. For existing users who have previously submitted an Application Concept, they should use an existing Application Concept for any manuscript or abstract reviews, any updated Number Request, a DBU committee request that is of the same topic and create a new Application Concept for a new and unrelated topic. All REQUESTS FOR MANUSCRIPT OR ABSTRACT REVIEW by the SCCS Publications Committee should always be created within the same APPLICATION CONCEPT that the dataset was requested under.

When creating an Application Concept, you will state your general goals, describe keywords and designate your co-investigators. All Requests created within a specific Application Concept will then inherit these base attributes. Application Concepts are specific to individual investigators, and [viewable](#) by designated co-investigators.




To submit an ORS Request to the SCCS DBU Committee or Publications Committee, you must first have an Application Concept. Using the Requests menu bar link, select the sub item APPLICATION CONCEPTS. This page will list all your existing Application Concepts, allowing both editing of those existing and the creation of new.

Your Application Concepts - these are containers for the organization of requests

An Application Concept should be created for each of your research efforts and should contain all of the related ORS Requests for that effort. Each Application Concept contains a list of your co-applicants which are automatically associated with each child ORS Request.

[+ Create Application Concept](#)

Existing Applications - select a row to manage your requests for a specific application

Show: 5 entries Search: z   

App Id	Title	Keywords	# Co-applicants	Created	Changed
No matching records found					

Showing 0 to 0 of 0 entries (filtered from 3 total entries) [Previous](#) [Next](#)

[Edit Application](#)

Creating a New Application Concept

Click CREATE APPLICATION CONCEPT and then complete all entries. Each co-applicant must be verified by clicking the VERIFY button after entering their email address. If you are not an SCCS Investigator, the first co-applicant you add is suggested to be an SCCS Investigator. If you attempt to add someone who does not have a SCCS ORS account, an invitation may be sent for them to join You would then need to edit this Application Concept to add the co-applicant once their account exists.

Create Application Concept ✕

Title

Keywords

Add a co-applicant using their email address

 [Verify Co-applicant](#)

Chosen co-applicant(s)

None chosen

Receive a copy of this application via email?

[Cancel](#) [Submit](#)




Upon clicking the Submit button, the grid will display your new Application Concept as below:

Your Application Concepts - these are containers for the organization of requests

An Application Concept should be created for each of your research efforts and should contain all of the related ORS Requests for that effort. Each Application Concept contains a list of your co-applicants which are automatically associated with each child ORS Request.

[+ Create Application Concept](#)

Existing Applications - select a row to manage your requests for a specific application

Show: 5 entries Search: 362   

App Id	Title	Keywords	# Co-applicants	Created	Changed
362	Describe your general research goals	enter your keywords	1	10/24/2018 8:06 AM	

Showing 1 to 1 of 1 entries (filtered from 4 total entries) [Previous](#) [1](#) [Next](#)

[Edit Application](#)

You and your co-applicants will receive a confirmation email when the Application Concept is successfully saved. The co-applicants listed on your Application Concept will be associated with every Request that is submitted under that

Concept. Co-Applicants can view the Application Concepts and Requests with which they are associated, but they cannot make changes or download files.

To remove a co-applicant from an Application Concept, click the Application Concept, then EDIT APPLICATION Click to highlight the co-applicant's email address then click REMOVE SELECTED. Removed co-applicants will receive an email notification.

You may edit an Application Concept, including changes to associated co-applicants, at any time.

Submitting a New Request within an Application Concept

Click on the applicable Application Concept to show your designated co-applicants, any existing Requests, and to enable the CREATE REQUEST button:

Your Application Concepts - these are containers for the organization of requests

An Application Concept should be created for each of your research efforts and should contain all of the related ORS Requests for that effort. Each Application Concept contains a list of your co-applicants which are automatically associated with each child ORS Request.

The screenshot shows a web interface for managing applications. At the top, there is a blue button labeled '+ Create Application Concept'. Below it is a section titled 'Existing Applications - select a row to manage your requests for a specific application'. This section includes a search bar with the value '362', a table with columns for App Id, Title, Keywords, # Co-applicants, Created, and Changed, and a blue button labeled 'Edit Application'. Below the table is a section titled 'Co-Applicants' with a table listing Mark Steinwandel, including columns for First, Last, Email, Affiliation, and SCCS Investigator?. At the bottom, there is a section titled 'Existing Requests - select a row to view allowable actions for that request' with a table with columns for Type, Id, Subtitle, Keywords, Submitted, Status, Complete?, Completed, and PDF. A blue button labeled '+ Create Request' is located at the bottom left.

Selecting a Request Type

After clicking the CREATE REQUEST button, choose the type of Request:

The screenshot shows a 'Create Request' dialog box with a close button (X) in the top right corner. The dialog contains the text 'Choose the relevant request type' and a list of options with radio buttons. The options are: Non-committee: Numbers; DBU Committee: Data Access, Data Analysis, Biospecimen & Data, Ancillary; Pub Committee: Abstract, Manuscript.

Non-committee: Numbers: Use this option to request counts of SCCS participants meeting your criteria. Complete all sections of the form including uploading a table shell via the 'Add file' button.

DBU Committee Requests: Requests that require review and approval by the Data and Biospecimen Committee

Data Access: A data access request is used to request existing data from SCCS resources.

Data Analysis: A data analysis request is used to request data analysis assistance from the SCCS team.

Biospecimen & Data: A biospecimen and data request is used to request existing data from SCCS as well as access to and use of existing SCCS biospecimens.

Ancillary: An ancillary request is used to request a study in which recontact with SCCS participants is required.

Pub Committee: Submission of abstracts and manuscripts using SCCS data for review and approval by the Publications Committee prior to submission to conferences and journals.

Abstract: A brief report suitable for a conference or poster session.

Manuscript: A scientific paper typically submitted to a journal for publication.

After selecting your request type, you will be shown a display of SCCS guidelines pertinent to the chosen Request type. To continue you must agree to the terms explained in the guidelines by checking the box. You will then be shown a screen similar to the following:

Data Access Request [Close]

I II III **Files**

Request title

Data analysis personnel (include qualifications)

Purpose of Request (check all that apply): Abstract? Manuscript? Grant?

Plan for funding (include grant number and project period if applicable)

Date due to funding institution (if applicable)

Timeline for work completion

Planned completion date

Word Count: 0 (max 3000) Abstract Word Count: 0 (max 100)

Cancel Save for later Submit


Each Request type has a customized form according to the SCCS Guidelines. Note: most Request types have a multi-paged “tab” layout, requiring you to click each individual tab page to access and complete all necessary entries. In the example image above, these tab pages are denoted by “I”, “II”, “III” and “Files”. You have the option to only partially enter a Request without submitting for committee review, by clicking “Save for later”. At a minimum, you must enter valid values for Request Title, Planned completion date, Keywords and “Why is the SCCS resource essential for your request”.


Each Request type has a FILES tab or a FILE UPLOAD option. You may use this option to upload tables, figures, statistical programs, or other supplementary materials that are not included in the existing SCCS application form fields. Uploading a file containing requested variables is not permitted. Instead, investigators should utilize the supplied field for “Listing of exact variable names. An exception would be when submitting an amendment to request additional variables, change or add aims, or to request modifications to the original sampling specifications including requesting additional sampling for a previously approved request. For an amendment, please upload a Word file containing a description and justification for the amendment including a list of any additional variables requested”. Likewise, do not use the FILE UPLOAD option to subvert submitting the study details in the SCCS application form. Applications which do not complete all fields in the application form will be returned without review.

Saving and Returning to an Incomplete Request

Clicking SAVE FOR LATER will save the information you have entered into the form, without formally submitting the Request. To review the Request before submitting it to the Committee you will see the option to EDIT/SUBMIT the request after selecting the specific request from the EXISTING REQUESTS grid:

Existing Requests - select a row to view allowable actions for that request (gray text = withdrawn)

Type	Id	Subtitle	Keywords	Submitted	Status	Complete?	Completed	PDF
Data Access	276	Example Data Access request	sample request keywords			No		 View



To re-enter the Edit window, click EDIT/SUBMIT. Clicking SUBMIT REQUEST (from the Edit window) will submit the Request to SCCS data managers (for Numbers Requests), the SCCS DBU Committee (for Data Access, Data Analysis, Biospecimen & Data, and Ancillary Study Requests), or the SCCS Publications Committee (for Review of Abstract or Manuscript Requests).

Viewing a Request

Requests that have been created under an Application Concept will be displayed together in the EXISTING REQUESTS grid. The allowable actions depend on the state/status of the individual Request as explained below:

- The only available option for a Request that has been created but not been formally submitted (SAVE FOR LATER was previously clicked) is to EDIT/SUBMIT or to VIEW the PDF.
- Once a Request has been formally submitted (by clicking SUBMIT REQUEST), the only available options are to VIEW the PDF or WITHDRAW the Request. Requests should only be withdrawn when you no longer wish to proceed with the project; the appropriate committee will be notified of the withdrawal. No further action may be taken on a withdrawn Request. Do not withdraw a request due to it being fully completed or not funded. This should be noted in the progress report (see below).
- If the Request is to be reviewed by the DBU Committee, once the Request has been screened the assigned meeting date will be emailed to you and can be viewed by selecting the VIEW PDF option. Meeting dates are determined by the date and time the Request is submitted.
- If the Request is approved, available options are to VIEW the PDF, “Amend” (submit an Amendment to the appropriate committee), or WITHDRAW.
- If the Request is rejected, available options are to VIEW or RESUBMIT the Request.

Once a Request has been saved, click VIEW to generate a PDF of the Request. It will contain the Application Concept information, Request information, and Administrative information like links to the associated files. After submission to the appropriate committee, the PDF will also include any updates to the Approval status as of the date and time you click “View”. Please download and save a copy or copies of this PDF for your records.

Ancillary Study Request Details

Administrative Notes

Status: Approved **Complete?** Yes **Completed:** 2/3/2016

Files (co-applicants may only download 'Applicant' files):

Filename	Source	Added On	
125-Ancillary-24_DUA.pdf	Admin	7/23/2018 10:41 AM	Download
125-Ancillary-24_polypill_analysis_07252018.zip	Admin	7/26/2018 10:47 AM	Download

Parent Application Concept

App ID: 125 **Created:** 1/21/2014 12:00 AM

Title

Cardiovascular disease and cancer prevention among underserved populations: the SCCS polypill pilot trial

Keywords

Cardiovascular Prevention, Hypertension, Hyperlipidemia, Cancer Prevention, Aspirin

Applicant/Co-applicants:

Title	First	Last	Email	Affiliation	SCCS Investigator?
	Thomas	Wang		Vanderbilt University	Yes
	Jen	Sirko		Other (specify)	Yes
Dr.	Joseph	McLaughlin		International Epidemiology Institute	No
Dr.	William	Blot		Vanderbilt University	Yes
Dr.	Debra	Friedman		Vanderbilt University	Yes
Dr.	Wei	Zheng		Vanderbilt University	Yes

Request ID: 24 **Submitted:** 1/21/2014

Request title

Cardiovascular disease and cancer prevention among underserved populations: the SCCS polypill pilot trial

Downloading Files for an Approved Request

The Applicant and Co-Applicants will receive an email confirmation at the time SCCS Data Managers upload files for an approved Request. These files are typically filled table shells or SAS datasets.

A link to download the file will be provided in the email confirmation sent to the Applicant and co-Applicants at the time of file upload. At the same time this email confirmation is sent, the link to download the file will be added to the PDF of the Request on the ORS site (see VIEWING A REQUEST). **The link will only be accessible by the Applicant; Co-Applicants may not download files uploaded by SCCS Data Managers** (indicated as "Admin" on the Request PDF).

Note: the file will be automatically downloaded according to the default settings for the Applicant's internet browser.

Uploading Files to a Request

When a file has been successfully uploaded, the file name will appear in blue text to let you know the file has been successfully uploaded:

Uploaded file (please include skeleton tables showing clearly the results you are seeking and how you would like them presented)

Numbers Request Test.xlsx will replace any existing file when you save or submit this form

If you exit the request without saving it, the document will be lost.

If you wish to remove the document and replace it with a different document, you must click SAVE FOR LATER. Then, reopen the Request by clicking EDIT. You will then have the option to delete the previously uploaded file and to upload a new file.

Submitting an Amendment to an Approved Request

Once a request is completed, a request for additional variables to be added to a dataset or modified case-control selection specifications should be submitted as an amendment.

Once a Request has been approved, the Applicant has the option to submit an amendment to this approved Request by navigating to the Request under the appropriate Application Concept and click “Amend”. A pre-filled form will appear with the information for the original Request. Please upload a cover letter to the appropriate committee explaining the changes and the reasoning behind the changes. Include any additional variables requested or modifications to sample selection specifications in the letter.

Note: Documents uploaded in support of the original Request will need to be uploaded again.

Amendments submitted to the DBU Committee are subject to the same deadlines for review as novel Requests.

Submitting a Revision to a Rejected Request

If a Request has been rejected by the SCCS Data Managers, the SCCS DBU Committee, or the SCCS Publications Committee, you have the option to submit a revised Request by accessing the request as described above and clicking RESUBMIT. A pre-filled form will appear with the information from the original Request. Please make the desired changes in the appropriate fields and upload a cover letter to the appropriate committee explaining the changes and the reasoning behind the changes.

Please note that documents uploaded in support of the original Request will need to be uploaded again.

Revisions submitted to the DBU Committee are subject to the same deadlines for review as novel Requests.

Withdrawing a Request

To withdraw a submitted Request, click WITHDRAW and confirm your desire to withdraw the Request. Once a Request has been withdrawn, even if it has been approved, no further action can be taken on this Request.

Do not withdraw a request due to it being fully completed or not funded. This should be noted in the progress report (see below).

Viewing Co-Applicant Requests

Applicants can view submitted Requests on which they are listed as a Co-Applicant. Using the Requests menu bar link, select the sub item “[Co-Application Concepts](#)” to view these Requests.

Email Updates

The website will send email confirmations and updates from the email address “admin@ors.southerncommunitystudy.org”. Co-Applicants will receive a confirmation email at the time an Application Concept is saved and when a Co-Applicant is removed from an Application Concept. To receive a confirmation email upon saving an Application Concept, click RECEIVE A COPY OF THIS APPLICATION VIA EMAIL.

The Applicant and Co-Applicants will receive an email confirmation at the time a Request is submitted or withdrawn, and when action is taken on a Request by the SCCS Data Managers, the SCCS DBU Committee, or the SCCS Publications Committee.

admin@ors.southerncommunitystudy.org is an unmonitored mailbox. For questions regarding your Request, please email datause@southerncommunitystudy.org

Submitting a Progress Report

DBU Committee Approval is for a fixed period of time. Progress Reports will be required every 12 months after the first year to maintain DBU Committee approval, and the DBU Committee may vote to Expire Requests at any review. Approximately eleven months after obtaining DBU Committee approval of a Data Access, Data Analysis, Biospecimen & Data, or Ancillary Study Request, the Applicant and Co-Applicants will receive an email prompting the **Applicant** to submit a Progress Report. The email will provide a link to your Application Concepts, and REPORT PROGRESS will be listed as an allowable action after you select the particular request:

Existing Requests - select a row to view allowable actions for that request (gray text = withdrawn)

Type	Id	Subtitle	Keywords	Submitted	Status	Complete?	Completed	PDF
Data Access	276	Example Data Access request	sample request keywords		Approved	No		View

[Edit/Submit](#) [Report Progress](#)

The Progress Report will consist of a short form with the following questions, with additional questions appearing as you enter data:

Progress Report

Files

Have the aims for the project changed?
 Yes No

Please provide brief highlights of progress to date (300 words or less). A bulleted summary is sufficient. Include a summary of the status of proposed analyses (data/specimens) and any challenges encountered.

Have you submitted an abstract for a peer reviewed poster or oral presentation at national meetings?
 Yes No

Have you submitted a manuscript for a peer reviewed publication?
 Yes No

Have you submitted a grant for additional research based on preliminary data from the SCCS?
 Yes No

Does your team need additional time to complete the original aims or to submit academic materials such as manuscripts and grants?
 Yes No

[Cancel](#) [Submit](#)

You may upload any supporting documents as attachments on the “Files” tab.

The Progress Report must be submitted by the one-year anniversary of the DBU committee meeting that approved the Request.

Submitted Progress Reports will be reviewed by the DBU Committee. If an extension of approval has been requested and the DBU Committee grants the extension, the Request will be approved for an additional 12 months. If work on the Request is deemed “Complete”, no further Progress Reports will be required. If you have further work to complete, including applying for additional funding, it is paramount that you answer “**Yes**” to “Does your team need additional time . . .”, otherwise your request will likely be deemed complete and closed.

For questions, or to suggest additional functionality, please email datause@southerncommunitystudy.org.

FAQs

Q: Can I download a file from ORS as a co-applicant?

A: No, only the investigator who submitted the original request can download files.

Q: In a progress report, how do I indicate that I need more time to complete my project?

A: In the progress report form, answer “yes” to the question that you need more time and indicate the reason. If you are still seeking funding or plan future work, please answer “yes.”