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| **DFCI - DS Controlled-Access Data Project Renewal/Close-out Form** |
| If your lab plans on renewing or closing out any NIH dbGaP or other controlled-access data project(s), please provide the following information **at least two weeks prior to the renewal/close-out due date** to **Selvi Guharaj at** [**selvi@ds.dfci.harvard.edu**](mailto:selvi@ds.dfci.harvard.edu)**.** Please submit a separate form for each project.  **NOTE:** As per the approved DAR for this project, you have agreed **NOT** to distribute controlled-access datasets and data derivatives of controlled-access datasets to any entity or individual. |
| **Project ID:** |
| **Project Title:** |
| **Approved Dataset(s)** (Names/dbGaP Study Accessions/SRA Accessions or other)**:** |
| **1)** **Updates or Revisions** to your renewal request since your initial request or most recent project renewal such as the Research Use Statement (RUS) if applicable. |
| **2) Research Progress:** Please summarize your research since your initial request or most recent project renewal including the potential significance of any findings. Briefly describe whether and how the dataset(s) was used, including referencing the dataset(s) by name in your summary. Please limit your summary to 6000 characters. Also clearly specify if the proposed research intends to share controlled-access data via any web platform(s). Such use of the data is a violation of section 6 of the Data Use Certification Agreement on non-transferability of the data. |
| **3) External/Internal Collaborators:** updates or revisions tointernal and external collaborators or key personnel since your initial request or most recent project renewal? |
| **4) Intellectual Property:** Have you generated any intellectual property (e.g., **patents applications, proprietary software**) since your initial request or most recent project renewal as a result of using the controlled-access data? |
| **5) Scientific Presentations:** Please list all completed and accepted scientific presentations since your initial approval or last renewal that include (or will include) findings made with the controlled-access data that were accessed through the organization. Please include **title, authors, bibliographic citation (if any), and meeting/abstract submission date**. If you have requested multiple datasets, please specify which datasets were used and which were included in your presentation(s). |
| **6) Publications and Manuscripts:** Please list all publications and manuscripts submitted since your initial approval or last renewal that include findings made with the controlled-access data. Please list manuscript submission dates. Please include **PubMed ID, title, authors, and bibliographic citation**. If you have requested multiple datasets, please specify which datasets were used and which were included in your publication(s). |
| **7)** **Additional Datasets**: For this analysis have you combined the datasets provided by the controlled-access organization with datasets from other sources? If yes, briefly describe the source(s) of the datasets. |
| **8) Data Security:** Please describe any inappropriate data release incidents or other data security issues, including the date that the Data Access Committee (DAC) was first notified. *Inappropriate data release incidents should have been reported to the DAC as they occurred. If an incident was not reported at the time it occurred, please do so immediately, noting what was done to remedy the situation and what steps were taken to prevent future occurrences. Your DAC’s contact information may be found in the Data Use Certification for the relevant datasets.* |
| **9) Reasons for Close-Out:** If **closing out** the project, please specify the reasons for close-out (project completed, leaving institution, unable to complete project, unable to download data, not renewing, other reasons). Please feel free to add additional comments about the reasons for project close-out below. |