

## How to: Register as a User and Access Data

Or [Contact Us](#) for any other questions regarding the data sharing platform.



### Registering as a New User

1) On the homepage, click the green "Register for Access" button located on top-right of the page.

A green rectangular button with the text "Register for Access" in white, centered within the button.

2) Fill in the required information in the registration form.

3) Read and agree to Project Data Sphere's Data User Agreement by checking the box at the bottom of the registration page, and then click "Submit."

4) You will receive an on-screen confirmation message and email regarding your user registration submission.

5) Once reviewed by Project Data Sphere (PDS), you will receive another email confirming your successful registration with instructions to finish setting up your account. PDS strives to review and approve new registrants within 48 hours.

6) After finishing setting up your account, you will have access to search, filter, view, analyze, and download the data on PDS's data sharing platform!

### Accessing Data

1) On the homepage, login to your user account by clicking "Sign In" in the top-right of the page and login to your account.

A blue text link that says "Organization Website".

A blue text link that says "Sign In".

A green rectangular button with the text "Register for Access" in white, centered within the button.

2) After successfully logging in you will be returned to the homepage. Click the "Access Data" tab at the top of the page.



[Organization Website](#)

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3) You will be directed to the full library of data on the PDS data sharing platform. Here, you can search, filter, view, analyze, and download the data on the platform!

A screenshot of the search and filter interface. At the top is a search bar with the word "Search" and a magnifying glass icon. Below it is a blue "Filter Data" button with a "Reset All" link. Underneath is a section for "Access" with a dropdown menu set to "PDS or NCI". There are three checkboxes: "All" (checked), "Project Data Sphere", and "National Cancer Institute". Below this are several filter categories, each with a dropdown arrow: "Arm", "Data Provider", "Sponsor", "Study Type", and "Tumor Type".


a) Use the "Search" bar in the box to the left of the page to search for data sets by keywords associated with the studies or data

b) Use the checkboxes underneath the "Search" bar to filter data sets by different criteria

c) Within each data set information box (blue and grey container) you can choose "Expand Details" to see more information about each data set; "Show Files" to see all files associate with each data sets including the data, data dictionary, and other helpful materials; or "Go to Study" to see all information and files for only that data set.

Type(s) of Cancer	Study Phase	Study Completion Date
<b>Gastric</b>	<b>Phase 3</b>	<b>April 2012</b>
<a href="#">NCT00409188</a>	Uploaded 12-23-2020	Available for Download
<b>PDSID - Gastric_Multipl__864</b> <a href="#">Expand Details</a> <a href="#">Show Files</a> <a href="#">Go to Study</a>		
A Multi-center Phase III Randomized, Double-blind Placebo-controlled Study of the Cancer Vaccine Stimuvax (L-BLP25 or BLP25 Liposome Vaccine) in Non-small Cell Lung Cancer (NSCLC) Subjects With Unresectable Stage III Disease.		

d) Use the blue box on the right side of the screen to access the complimentary SAS tools to begin analyzing the data. These tools are free to PDS platform users. Access these tools using your unique SAS username and the same password as your PDS platform user account.



**SAS® provides free access to powerful tools for Project Data Sphere users.**





VISUAL DATA MINING AND MACHINE LEARNING ▶

LIFE SCIENCE ANALYTICS FRAMEWORK ▶

**SAS username:**  
mpt0pxa

**SAS password:**  
same as your PDS password

e) To download the data sets and associated files for external analysis, choose "Show Files" in the data set information box. You can then scroll down and view the associated data set files available for download.

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<b>Files:</b>		
	<b>zip</b> All Data	<a href="#">Download</a>
	<b>PROTOCOL</b> protocol.docx	<a href="#">Download</a>
	<b>CRF</b> crf.docx	<a href="#">Download</a>
	<b>Data Dictionary</b> dd.docx	<a href="#">Download</a>

**Note:** Datasets provided by the National Cancer Institute (NCI) require further approval from the NCI before you can download them.

## Accessing NCI-provided Data

1) After signing in to your user account and navigating to the "Access Data" page, you can identify data sets provided by the NCI by using the filter on the left side of the screen or looking for the "Access via NCI by Request" in the data set information box.

The screenshot shows a search bar at the top left. Below it is a 'Filter Data' section with a 'Reset All' button. The filters include 'Access' (set to 'PDS or NCI'), 'All' (checked), 'Project Data Sphere' (unchecked), and 'National Cancer Institute' (unchecked). Other filters like 'Arm', 'Data Provider', 'Sponsor', 'Study Type', and 'Tumor Type' are set to 'Any / All'. To the right, a data set card for 'Colorectal Cancer' is displayed. It includes the study ID 'NCT00265850', the phase 'Phase 3', and the completion date 'February 2015'. The card also shows 'Access via NCI by Request' and buttons for 'Request NCI Data Access', 'Expand Details', 'Show Files', and 'Go to Study'. The study description is: 'A Phase III Trial of Irinotecan / 5-FU / Leucovorin or Oxaliplatin / 5-FU / Leucovorin With Bevacizumab, or Cetuximab (C225), or With the Combination of Bevacizumab and Cetuximab for Patients With Untreated Metastatic Adenocarcinoma of the Colon or Rectum'.

2) Click "Request NCI Data Access" to add a data set to your request. Once requested, an on-screen message window will appear confirming that the data set has been added to "My Data Requests." Also, the label in the data set information box will change to "Added to NCI Data Request." **Note:** you can add up to 5 NCI data sets per request. Once you've requested five data sets, you'll need to finalize that request and then begin another request to access more NCI data sets.

The screenshot shows a data set card for 'Head and Neck Cancer...'. It includes the study ID 'NCT01302834', the phase 'Phase 3', and the completion date 'July 2018'. The card also shows 'Access via NCI by Request' and buttons for 'Added to NCI Data Request', 'Expand Details', 'Show Files', and 'Go to Study'. The study description is: 'Phase III Trial of Radiotherapy Plus Cetuximab Versus Chemoradiotherapy in HPV-Associated Oropharynx Cancer'.

3) To view and finalize your NCI data set requests, click your username at the top right of the page and select "My Data Requests."

The screenshot shows the user account dropdown menu. The user is signed in as 'pdstest.admn@gmail.com'. The menu options are: 'PDSTest Admin', 'My Account', 'My Clinical Trial Results', 'My Data Requests' (highlighted with a blue box), and 'Sign Out'. The background shows a table with columns for 'Organization Website', 'Study Phase', and 'Study Completion Date'.

4) In your "My Data Requests," you can view and finalize current items in your selection, review and edit items in your requests that are in progress, and check the status of submitted requests.

Choose "Finalize Request" to complete your current request.

The screenshot shows the 'My Data Requests' page. It has a 'Current Items' section with a table:

ClinicalTrial.gov ID	Description	Number of Clinical Trials	Remove
NCT00569127	This dataset will allow users to reproduce toxicity analyses reported in the Journal of Clinical Oncology (Yeo et al., JCO, 2017, PMID referenced above), which included adverse events among patients with advanced METs in the SWOG Phase III trial, S0518 (NCT00569127), receiving bevacizumab + octreotide or interferon alfa-2b + octreotide.	1	Remove

Below the table is a green 'Finalize Request' button. There is also a 'Requests In Progress' section with a table:

Date	Research Title	Requested Dataset(s)	Complete Request
10-26-2020	my plan	NCT01533207 NCT00392327	Continue
10-27-2020	a plan	NCT00094124	Continue
10-28-2020	ncic	NCT01041781	Continue
12-23-2020	abc	NCT00265850 NCT01302834	Continue

At the bottom, there is a 'Submitted Requests' section with a table:

Date	Research Title	Requested Dataset(s)	Status
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5) After clicking "Finalize Request," you'll need to provide some additional details about your data set and intended use, and agree to the NCI's supplemental data usage agreement terms. Check the box at the bottom of the page to agree to their terms and then choose "Next."

Authorized Representative's Email  
jdstest.admin@gmail.com

Assent to NCI Supplemental Terms

**Project Data Sphere® Cancer Research Platform Agreement**  
**SUPPLEMENTAL TERMS For Datasets Made Available by the National Cancer Institute**  
(v. April 10, 2017)

*You have submitted a request to access and use, through the Project Data Sphere Cancer Research Platform, one or more datasets for clinical trials that were conducted by network groups (each, a "Network Group") in the National Clinical Trials Network (NCTN) that the National Cancer Institute ("NCI") makes available through the Project Data Sphere Cancer Research Platform. These NCI Supplemental Terms are applicable to your access to and use of these datasets IN ADDITION TO the terms, covenants and conditions of the Project Data*

Please read and assent, by clicking I accept, to the NCI Supplemental Terms, which, together the term, covenants and conditions of the Project Data Sphere Cancer Research Platform Agreement to which you have already assented, govern your use of the NCI dataset(s) that you have requested. \*

Cancel **Next**

6) Next, choose "Download Organizational Approval" and sign on behalf of who the data request is for.

**Download Organization Approval**  
Please download and print the National Cancer Institute Organization Approval form for approval and signature by the Authorized Representative that you previously identified in this data request. To download the form, use the button below.

**Download Organizational Approval**

Back **Next**

**Contact Us**  
If you have questions our resources can't answer, or you feel you've missed a communication from us, feel free to contact us at any time.  
[Contact Us](#)

7) Upload a signed version of the "Organizational Approval" to finalize the NCI data request.

**Download Organization Approval**  
Please write in your name on the line for Name of Requestor and your Organization's name on the line for Name of Organization at the top of the first page of your printed copy of the National Cancer Institute Organization Approval and have the form manually signed by the person you have identified as your Authorized Representative in this data request. Then create an electronic copy of the signed Organization Approval and upload the electronic copy to complete your data request. PLEASE NOTE THAT IF YOU SIGN THE ORGANIZATION APPROVAL, YOU WILL BE PERSONALLY LIABLE FOR ANY CLAIMS AND CONCERNS THAT YOUR ORGANIZATION MAY RAISE IN CONNECTION WITH YOUR ACCESS TO AND USE OF THE NCI DATASETS THAT YOU HAVE REQUESTED. The electronic copy of the signed Organization Approval can be uploaded using the button below.

**Organization Approval (See Valid File Types) \***  
[Click here to upload](#)

Back **Submit**

**Required Fields**  
Required fields are collected to gain an understanding of the user community and to enhance future versions of the platform.  
Required fields are marked with a red asterisk. \*

**Contact Us**  
If you have questions our resources can't answer, or you feel you've missed a communication from us, feel free to contact us at any time.  
[Contact Us](#)

**Note:** you can return to any of the steps in the NCI data request process by navigating to your "My Data Requests" page where your NCI data requests will be saved. You can also check the status of your current requests here.