

# How to: Become a Data Provider and Share Data

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

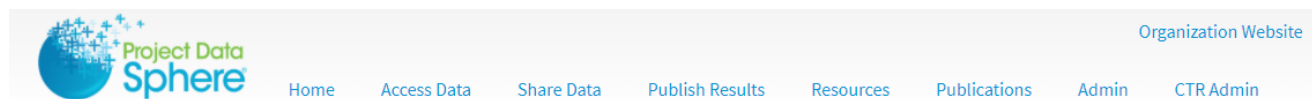


## Becoming a Data Provider

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.



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



*Already an authorized data provider? Skip to "Sharing Data."*

3) You will need to request authorization from Project Data Sphere (PDS) before sharing data. Verify that the user information on the screen is correct and agree to PDS's terms by checking the box at the bottom of the screen and clicking "Submit." You will receive an on-screen confirmation message and email regarding your data provider application submission.

4) Once reviewed and approved by Project Data Sphere (PDS), you will receive another email confirming your status as a data provider. PDS strives to review and approve data provider applications as quickly as possible. **Note:** PDS may request more information or clarity around your application in order to properly verify all data providers' information.

5) After being approved as an authorized data provider, you may begin sharing data on PDS's data sharing platform!

## Sharing Data

1) Repeat steps 1 and 2 from above (sign in and navigate to "Share Data").

2) You will now see all of your data sharing provisions and have the opportunity to start a new data sharing agreement (DSA). PDS requires that each data provision have its own DSA. Click the green "Start New Data Sharing Agreement" button to begin a new DSA and to share new data.

### Share New Dataset

Prior to completing the online Data Sharing Agreement and data upload forms, please visit the [Resources](#) page of the website for tip sheets outlining the necessary information to complete these forms.

Complete and submit the Project Data Sphere Data Sharing Agreement online application form by clicking the "Start New Data Sharing Agreement" button below.

A completed Data Sharing Agreement including these details will be emailed to you by Project Data Sphere. Review and return the signed agreement to Project Data Sphere for execution.

Upon receiving your copy of the fully executed agreement, complete the data upload forms and provide the datasets to be shared.

The platform will not allow a dataset to be shared until all steps above are fully completed.

[Start New Data Sharing Agreement](#)

3) Fill in the required information for the Data Sharing Agreement form regarding the authorized data provider, the owner and sponsor of the data, and broad study and data set details. After filling in the required fields, click the green "Submit" button at the bottom of the page. This information will be used to generate the DSA for this data set.

**Exhibit A**






**Study Title \*** ( 0 of 1000 characters )






**Study Description \*** ( 0 of 2000 characters )






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Generate PDF
Cancel
Save
Submit

4) After submitting your DSA information, PDS will generate the DSA and then notify you when it is ready for your review and signature. A status bar will also be created for each data set. Here, you can check the status of your data provision including your DSA. Once the DSA has been executed and approved, you can begin to provide other details regarding your data set.

Study Name					Study Phase	Completion Date
<b>Working title #4</b>					NA	NA
N/A					Submission Not Started	
 <b>DSA Status</b> Complete the Data Sharing Agreement <a href="#">Update DSA</a>	 <b>Dataset Form</b> Not yet ready to put information into the dataset form	 <b>Files</b> Not yet ready to upload files for this dataset	 <b>Submission</b> Not yet ready for submission	 <b>Approval</b> Not yet ready for approval	Please complete the Data Sharing Agreement to proceed.	

Study Name					Study Phase	Completion Date
<b>Working Title #2</b>					NA	NA
N/A					Submission Not Started	
 <b>DSA Status</b> Your Data Sharing Agreement is being processed <a href="#">View DSA</a>	 <b>Dataset Form</b> Not yet ready to put information into the dataset form	 <b>Files</b> Not yet ready to upload files for this dataset	 <b>Submission</b> Not yet ready for submission	 <b>Approval</b> Not yet ready for approval	Your Data Sharing Agreement is being processed.	

Study Name					Study Phase	Completion Date
<b>Working Title #1</b>					NA	NA
N/A					Submission in Progress	
 <b>DSA Status</b> Your Data Sharing Agreement has been approved <a href="#">View DSA</a>	 <b>Dataset Form</b> Complete the dataset form <a href="#">Update Data</a>	 <b>Files</b> Not yet ready to upload files for this dataset	 <b>Submission</b> Not yet ready for submission	 <b>Approval</b> Not yet ready for approval	Please complete the dataset form to proceed.	

5) Next, you will need to provide the required information for the dataset form. This will include dataset basics (page 1), study information (page 2), and more detailed dataset information (page 3). After providing all the required dataset and study information, click the green "Next" button at the bottom of the page. You will be redirected to your Data Sharing homepage.

6) You can now begin uploading the required dataset files by clicking the "Files" icon on the data set information bar. Upload the required files associated with your study and data set. You can click "See Valid File Types" to determine which file types PDS accepts for each required file. When you've finished uploading the required files, click the green "Done" button on the bottom of the page. You will be redirected to your Data Sharing homepage.

**File Upload**

Please upload the files associated with your study.

Please set the "Data Type" for all uploaded data files.

[Protocol \(See Valid File Types\)](#) \*

[Click here to upload](#)

[Case Report Form \(See Valid File Types\)](#) \*

[Click here to upload](#)

[Data Dictionary \(See Valid File Types\)](#) \*






[Click here to upload](#)

[Data Files \(See Valid File Types\)](#) \*

[Click here to upload](#)

**Done**

7) You can now click the "Submission" icon on the dataset information bar to submit the data set and files for final approval from PDS. Once approved, you will be notified and your data will be shared on the PDS data sharing platform!

Study Name					Study Phase	Completion Date
<b>Working Title #1</b>					<b>NA</b>	<b>NA</b>
<b>NA</b>	Uploaded 12-28-2020				Submission in Progress	
 <p><b>DSA Status</b> Your Data Sharing Agreement has been approved <a href="#">View DSA</a></p>	 <p><b>Dataset Form</b> All required entries have been provided <a href="#">Update Data</a></p>	 <p><b>Files</b> All required files have been uploaded <a href="#">Manage Files</a></p>	 <p><b>Submission</b> Your dataset has been submitted</p>	 <p><b>Approval</b> Your submission of shared data is being processed</p>	Your submission of shared data is being processed	