



## Collaborators

### Collaborators within a Principal Investigator's (PI's) Institution

**I am working on the “Collaborators” section of the dbGaP data access request. What are requirements for internal collaborators?**

Provide the full legal names and contact information for internal collaborators (i.e., those employed at the Principal Investigator's (PI's) institution, but not directly supervised by the PI). Trainees and staff directly supervised by the PI, such as graduate students, postdoctoral fellows, and technicians, do not need to be listed on the project request as internal collaborators. Data exchange between all collaborators must be consistent with the NIH Security Best Practices for Controlled-Access Data Subject to the Genomic Data Sharing (GDS) Policy and GDS Policy. .

(10/20/2017)

### Collaborators outside a Principal Investigator's (PI's) Institution

**As an authorized user for controlled-access data, can I add another investigator who is outside my institute to my dbGaP project?**

Provide the full legal names and contact information for external collaborators (i.e., those employed outside the PI's institution). External collaborators should be listed in the external collaborator(s) section of the project request applications. Data exchange between all collaborators must be consistent with the NIH Security Best Practices for Controlled-Access Data Subject to the Genomic Data Sharing (GDS) Policy and GDS Policy.

External collaborators must submit a project request with (1) the same project title and (2) a Research Use Statement and Cloud Use Statement, if applicable, that references the collaboration (for smaller collaborations, the name and institution of the collaborating PI(s) or for larger efforts, the consortium name)..

You can revise your application to include such a statement if it hasn't been included. Please see [here](#) for more about how to revise and resubmit a dbGaP project.

(07/23/2013)

### Collaborators Who Contract with the Principal Investigator's (PI's) Institution

**I'm university staff and will collaborate with a company whose contract is with my university. Should the company submit a separate data request form?**

The company that has contract with your institution is considered to be an external collaborator. They must submit a separate data access request since each data access request is specific to one institution: Please see [here](#) for more about external collaborators.

.(07/12/2012)

## **Add or Remove Collaborators**

### **How can I add or remove collaborators from my dbGaP project?**

To add or remove collaborators from a dbGaP project, the Principal Investigator (PI) needs to revise and resubmit the project through the dbGaP system. Please see [here](#) for more details of how to revise and resubmit a dbGaP project..

(10/20/2017)