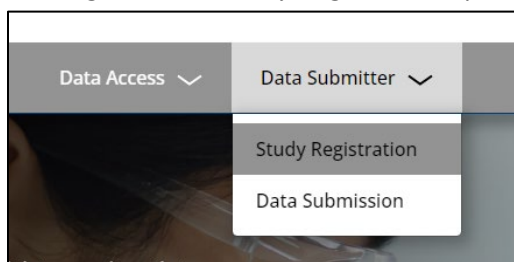


Study Registration is the process of adding a new study to the RADx Data Hub. Before users add a new study, an NIH Officer must supply RADx Data Hub Data Curators with the completed Material Transfer Agreement (MTA). The Data Curators will upload the MTA into the system. After that, users will receive an automated email notification to add additional study metadata and will be able to find their study in their Study Registration Dashboard. After receiving the email users should:

1. Click “Study Registration” under “Data Submitter” in the navigation bar (Figure 1). The system will navigate you to the Study Registration Dashboard (Figure 2).






Figure 1: The Study Registration option in the Upper Navigation Bar



2. Locate the newly added study in the table and click the “Edit” link. The entry status should read “Pending DCC Input” (Figure 2).

Figure 2: Study Registration Dashboard

Please view a form by clicking an edit icon below.

PHS	Study Name	Status	Created Date	Edit
phs007001	For Testing - RADx/ Study Registration Information	Pending DCC Input	4/17/2024	
phs002650	Building Resiliency and Vital Equity (BRAVE)	In Review	11/15/2021	
phs002873	The Cherokee Nation Community-Driven Program for Testing and Contract Tracing (Cherokee PROTECT)	In Review	4/20/2022	
phs003021	Community Organizations for Natives: COVID-19 Epidemiology, Research, Testing, and Services (CONCERTS)	In Review	8/12/2022	
phs003366	You & Me: Test and Treat	In Review	7/27/2023	
phs003368	SCALE UP Utah II: Community-Academic Partnership to Address COVID-19 Testing and Vaccination Among Utah Community Health Centers	In Review	7/28/2023	

- Fill in blank “(C)DCC Input” metadata fields (Figure 3). Users may review the MTA form by clicking “Download Study PDF” in the top-right.

Figure 3: Study Registration Form (Submitter View)

The screenshot displays the 'Study Registration Form (Submitter View)'. At the top, there are two main sections: 'RADx Data Program' and '* Study Name'. The 'RADx Data Program' section contains two input fields: 'RADx-rad' (with the value 'RADx-rad') and 'PHS (dbGaP) ID' (with the value 'phs002685'). The '* Study Name' section contains a large text input field with the value 'DNA Sur SAS-CoV-2 Rapid Test'. Below these sections is a navigation bar with a '< Return to Dashboard' button, a message 'Please review and edit these fields if necessary.', and a 'Download Study PDF' button highlighted with a red box. The main form area is titled '(C)DCC Input' and contains several sections: '* FOA Number' (with an '+ Add' button), '* Study Start Date' (with a date input field), '* Study End Date' (with a date input field), '* Study Topics' (with a dropdown menu), 'Other Topics, Specify' (with a text input field and '+ Add' button), '* Data Collection Methods' (with a dropdown menu), 'Other Data Collection Methods' (with a text input field and '+ Add' button), '* Keywords' (with a text input field and '+ Add' button), 'Clinical Trials.gov URL' (with a text input field), 'Study Website URL' (with a text input field), and 'Primary Publication URL' (with a text input field and '+ Add' button).

- Click “Submit” button at the bottom of the form to send it to the RADx Data Hub Data Curators for review. The Data Curators will reach out with any questions.

Note: To edit study metadata fields that were in the original MTA form, contact the Data Curators using the “Contact Us” feature. Users cannot edit data using the system’s user interface.