

NNTC Instructions for Requesting FIRN and/or CHAMPS Data via NNTC Query Tool (Interim Process)



1. On “Start Request” page, select “New Level 2+ Request” >> “Data Request”
2. On “Donor Search” page, do not make any selections (do not select either NNTC or CHARTER cohort). Click “Save and Continue”.
3. On “Dataset Search” page, do not make any selections. Click “Save and Continue”.
4. On “Final Review” page, complete the following entries:
 - a. Contact Details: complete all variables
 - b. Shipping Details: do not make any selections
 - c. Project Details: complete all variables
 - d. General Application Details: do not populate Post-mortem interval or question regarding fluids deriving from same donor as tissue specimens. In “Comments” box, indicate “Request for [FIRN and/or CHAMPS] data” along with any details regarding donors or variables of interest.
 - e. Uploads: upload the following files: NNTC Request Processing Checklist, Biosketch or C/V, Supervising PI's Biosketch or C/V (required if supervising PI included), Project Outline Upload, Supporting Documentation (optional), Data Request User Agreement Upload
5. Click “Submit Request”