

# CHEAR Lab Hub Analysis Results Submission Procedure

Version 1.0

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# Disclaimer for metabolomical analyses

- The metabolomical analysis results should be submitted to the Metabolomics Workbench at <http://www.metabolomicsworkbench.org/data/DRCCDataDeposit.php>
- Please follow their instruction and enter the CHEAR project ID into the metabolomics workbench data upload interface.
- All other CHEAR analysis results should be uploaded to the CHEAR Data Submission and Review Portal, following this instruction.

# Pre-requisites

- In order to access the CHEAR PRMC Data Submission and Review Portal at <https://cheardatacenter.mssm.edu/>, you must first establish an account through the CHEAR Program's home page. Please see here: <https://chearprogram.org/> for more information.
- You are assigned to perform an analysis for a CHEAR project, as documented in the CHEAR project Lab Analysis Plan. If you were not included in the original Lab Analysis Plan, please contact CHEAR Coordination Center to be properly authorized to access a CHEAR project.

# CHEAR DRMC Data Submission and Review Portal

- The DRMC URL is: <https://cheardatacenter.mssm.edu>
- You will see a screen similar to the screenshot at right.
- Login with the default password that you received from CHEAR Data Center, if you are a first-time user. You will be prompted to re-set the password in this scenario.
- Login with your previously-established credentials, if you are a returning user.

**CHEAR** Children's Health Exposure Analysis Resource  
Data Submission and Review Portal

This resource is made available by grants from the National Institute of Environmental Health Sciences.

Home FAQ

Email:

Password:

Log In

[Forgot your password?](#)

**Subject breakdown by project**

- Relating Metals... (34%)
- Metabolic profil... (33.1%)
- Michigan Mothe... (9.6%)
- Urinary Metabol... (8.8%)
- Programming of... (8.4%)
- Early Life Expos... (10.1%)
- Exposome of P... (15.3%)
- Ezra Demo 1
- Ezra Demo 3
- Ezra Demo 4
- Ezra Demo 5
- User Guide De...
- Ezra's Test Proj...
- Ezra Demo 2
- Empty Thursday...
- Ezra Test 3

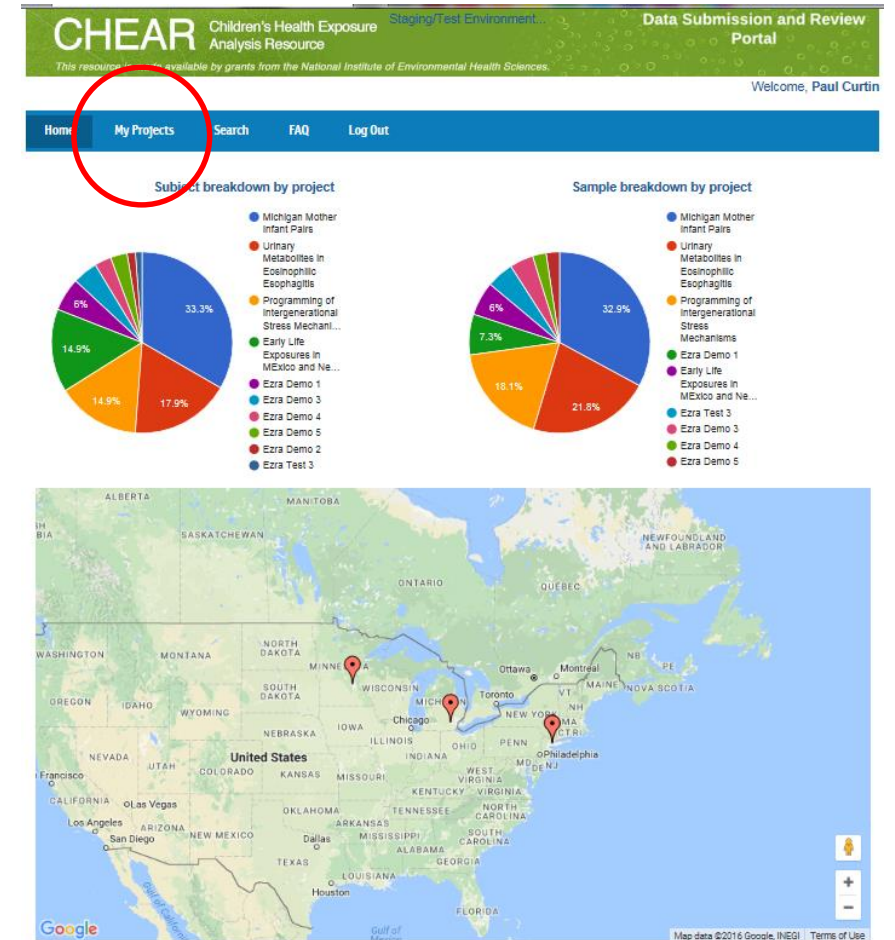
**Sample breakdown by project**

- Relating Metals... (22.5%)
- Metabolic profil... (21.9%)
- Michigan Mother Infant Pairs
- Urinary Metabol... (15.3%)
- Programming of... (10.1%)
- Exposome of P... (8.8%)
- Ezra Demo 1
- Early Life Expos... (8.4%)
- Ezra Test 3
- Ezra Demo 3
- Ezra Demo 4
- Ezra Demo 5
- Empty Thursday...
- User Guide De...

Map data ©2017 Google, INEGI Terms of Use

# My Projects Page

- Click the My Projects button. This is circled in red in the screenshot at right



# Select the Appropriate CHEAR Project

- One or more CHEAR Project could be linked to your account. You can click on the project titles to review each of them and identify the appropriate one to upload data.
- Click the appropriate Project link to proceed with uploading analysis data.

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Data Submission and Review Portal  
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Home My Projects Search FAQ Log Out

My Projects & Analyses

CHEAR Project ID	Project Title	Status	Significance	Specific Aims	Date Accepted	# PIDs	# SIDs
200-2017	<a href="#">Production Placeholder</a>	Awaiting Review	Placeholder Placeholder...	Placeholder Placeholder...	02/01/2017	Assigned 4 of 10	Assigned 0 of 20

**Click this.** This example assume that a Lab user, Lab-tester Sinai, needs to upload analysis results for CHEAR Project 200-2017. A user may see other projects he/she has been affiliated with, as well.

# Select the Relevant Analysis

- In the View Project interface, one or more Analysis will appear beneath “Analysis Title”.
- The Analyses are built based on the CHEAR Project Lab Analysis Plan document. Please feel free to contact CHEAR Data Center Support at [CHEARsupport@mssm.edu](mailto:CHEARsupport@mssm.edu) if you need any modification.
- The screen shot at right shows one link: Analysis Placeholder\_1, for LAB-tester Sinai user
- The LAB-tester Sinai user should click the Analysis Placeholder\_1 analysis for which he/she wishes to upload data

## View Project

CHEAR Project ID: 200-2017  
Project Title: Production Placeholder  
Significance: Placeholder Placeholder  
Specific Aims: Placeholder Placeholder  
Subject Number: Assigned 4 of 10  
Date Accepted to CHEAR: 02/01/2017  
CHEAR Project Status: Initial Data Reviewed by Stats Core  
Sample Number: Assigned 0 of 20  
Principal Investigator: PI-tester Sinai; Xin Zheng;  
Contributing:

Analysis Title	Sample Matrix	Lab Hub Assigned	Number of Samples	File Count
<a href="#">Analysis Placeholder_1</a>	Serum	T4 - Mt. Sinai	10	0



Click “Analysis Placeholder\_1” to upload data for the serum metal testing.

# Upload Data

- Click the **UPLOAD DATA BUTTON** to attach files to this analysis.
- Either long- or wide-format templates are required for all analyses with potential exception for some biological response analyses.
- The templates can be downloaded from CHEAR Data Submission and Review Portal <https://cheardatacenter.mssm.edu/faq.asp>

The screenshot shows the CHEAR Data Submission and Review Portal. The header includes the CHEAR logo and the text 'Children's Health Exposure Analysis Resource' and 'Data Submission and Review Portal'. A navigation bar contains links for Home, My Projects, Search, FAQ, and Log Out. The main content area is titled 'View Analysis' and displays analysis details: Analysis Title (Analysis Placeholder\_1), Analysis Description (Test for PROD deployment), Sample Matrix (Serum), and Lab Hub Assigned (14 Mt. Sinai). A green 'Upload Data' button is prominently displayed and circled in red. Below this, there is a 'Data Uploaded' section with a table header and a table body.

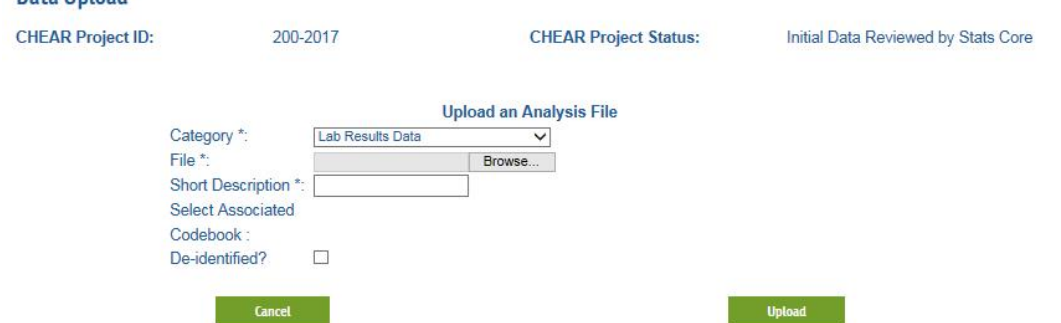
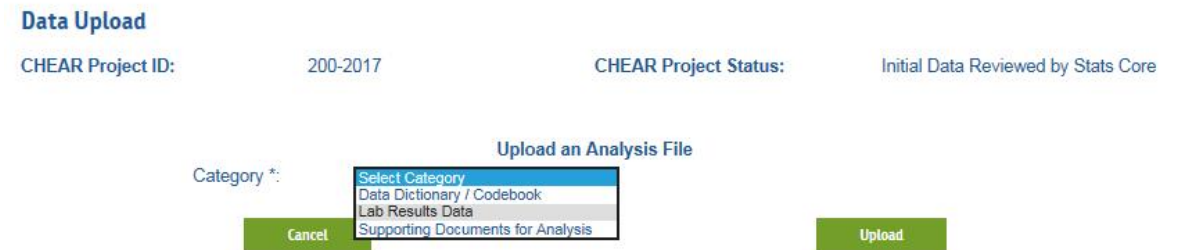
File Name	File Description	Date Uploaded	File	Uploaded By	Category
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The **UPLOAD DATA BUTTON** is circled



# Enter Metadata Properties

- Select “Lab Results Data” as Category when you upload data files.
- Browse to your local file to attach, and provide a short description about the file.
- You do not need to associate a Lab Results Data with a codebook.
- Your analysis results are de-identified data. Please check the de-identified flag.



# Review and Upload

- In this example, the LAB-tester Sinai user selected a Metal result file, using the Long-format template, saved on c:\CHEAR\Deliverables folder. He/She described it as “Sinai Metal in long temp”, and marked it as De-identified data

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Data Submission and Review Portal  
Welcome, LAB-tester Sinai

Home My Projects Search FAQ Log Out

### Data Upload

CHEAR Project ID: 200-2017      CHEAR Project Status: Initial Data Reviewed by Stats Core

**Upload an Analysis File**

Category \*: Lab Results Data  
File \*: C:\CHEAR\Deliverables\C Browse...  
Short Description \*: Sinai Metal in long temp  
Select Associated  
Codebook :  
De-identified?

Cancel Upload

# Confirm your upload

- Your uploaded file should appear under the Data Uploaded section.
- You can archive an out-dated file using the archive icon to the right of the file list and repeat the process to upload a new result file.

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**Data Submission and Review Portal**

Welcome, LAB-tester Sinai

Home My Projects Search FAQ Log Out

**View Analysis**

Analysis Title: Analysis Placeholder\_1  
Analysis Description: Test for PROD deployment  
Sample Matrix: Serum  
Lab Hub Assigned: T4 - Mt. Sinai      Sample Number: 10

Upload Data

Data Uploaded Active

File Name	File Description	Date Uploaded	File	Uploaded By	Category
CHEAR_Targeted_Data_Template_Long_Format_07.12.16.xlsx	Sinai Metal in long temp	05/02/2017		LAB-tester Sinai	Lab Results Data

Upload result file in Active folder.



Click the archive icon to move a file to Archived folder.

