

Human Health Exposure Analysis Resource (HHEAR)

HHEAR Data Submission and Review Portal (DSRP) - User Manual for PI

Introduction

Welcome to the HHEAR Data Submission and Review Portal (DSRP)!

The URL for DSRP is: <https://hheardatacenter.mssm.edu/>

This User Manual outlines the Major Functions and Processes of DSRP and describes how to use them. This manual is for Principal Investigators (PIs) and their Co-Investigators (Co-Is).

The most up-to-date version of this user manual is available on the HHEAR DSRP Resources page: <https://hheardatacenter.mssm.edu/Resource/Get>

These users access the DSRP to upload their original study data and associated data dictionary, all project supporting documents, generate HHEAR participant IDs (PIDs), map HHEAR PIDs to original subject IDs and/or original sample IDs, map HHEAR Specimen IDs (SIDs) to HHEAR PIDs, and retrieve lab result data.

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1.0 Obtaining Access to the Data Submission and Review Portal

All PIs and their Co-Is can access DSRP to view their HHEAR projects that have been approved and started the pre-initiation process.

The Application and Review process is managed through a separate web site, “MyHHEAR”:

<https://myHHEAR.hhearprogram.org/>

- Once your project application has reached the appropriate status in MyHHEAR, you will receive an email from HHEAR Data Center (DC), informing you that your project is accessible via HHEAR DSRP. This email will provide login instruction and a temporary password, if you are a new HHEAR DSRP user.
- Upon logging in to the DSRP for the first time (see the “logging on” section below), you will be prompted to change your password.

1.1 System Requirements

The HHEAR Data Submission and Review Portal is an internet based system. To access it, you will need a computer that has internet connection and a web browser. Internet Explorer (v. 11 or higher) or Google Chrome (v. 50 or higher) is recommended. (Firefox is not recommended).

1.2 Logging on

Access the HHEAR Data Submission and Review Portal Home Page at the following URL:

<https://hheardatacenter.mssm.edu/>

The **Home** page displays Summary Info for Subjects and Samples already in the system Enter your Email Address and Password, and click the ‘Log In’ button.

- If this is your first time logging on, please see the “Getting Access” Section above.

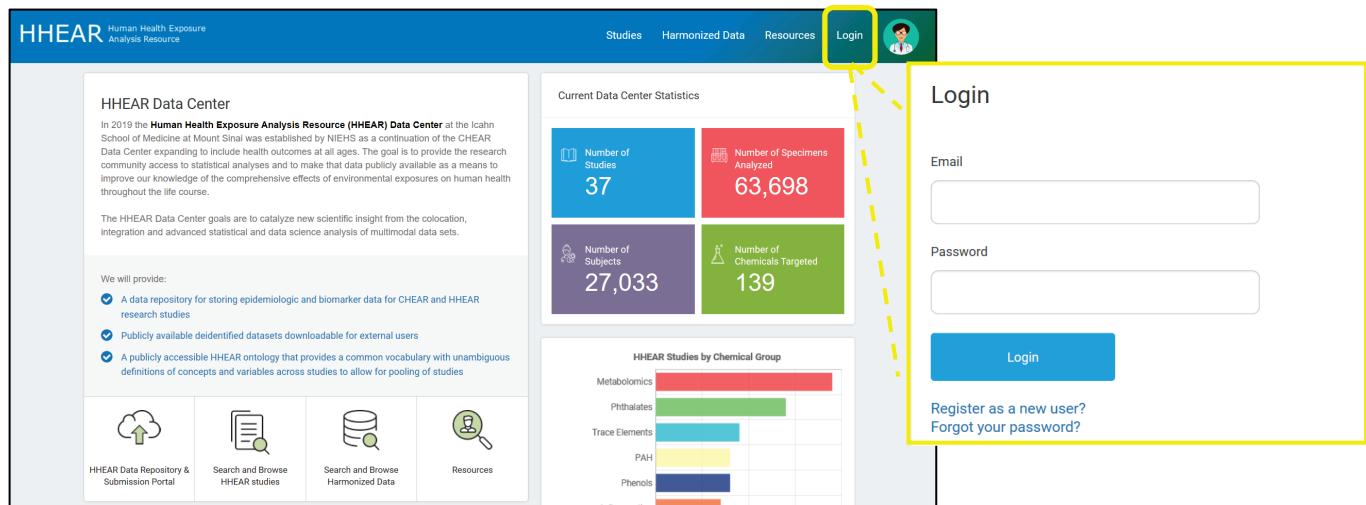


Figure 1 - Login screen

2.0 Retrieving HHEAR PIDs and Loading your Data Files

2.1 Accessing Your Projects

Once you have logged in, you can click on the **My Projects** link on the blue Navigation Bar at the top of the screen, which will show a list of the projects that you are assigned to as a PI or Co-I (see Figure 2 below).

Project ID	Project Name	Status	Description	Date Accepted	# PIDs	# SIDs
2020-00000	The role of Endocrine Disruptors in Childhood obesity in a NYC cohort of children.	Approved	Childhood obesity is a leading public health problem in the US. Diet and physical inactivity are the...	01/01/2021	12 of 100	0 of 196

Figure 2 – My Projects screen

- The list can be sorted by Project ID, Title, or Status, by clicking on the column headers.
- The information displayed within the columns has been gathered from your project application submitted via the MyHHEAR portal, and the total numbers of subjects and specimens were updated by the Lab Hub (LH) and the Data Center.
Note: these numbers may be slightly inflated in order to provide flexibility to add QC samples.
- Clicking on the Project Title will navigate you to the Project Details screen.

2.2 Project page

The **View Project** page lists metadata that was provided on your project application in the MyHHEAR portal.

At the bottom of the page, the set of lab analyses for this project are listed (circled in Figure 3).

View Project

HHEAR Project ID	2020-00001															
Project Name:	The role of Endocrine Disruptors in Childhood obesity in a NYC cohort of children.															
Description:	Childhood obesity is a leading public health problem in the US. Diet and physical inactivity are the main contributors, however, recent findings highlight the possible involvement of environmental estrogens, i.e. chemicals with estrogenic potential, have been reported to perturb adipogenic mechanisms using <i>in vitro</i> model systems. Referred to also as endocrine disrupting chemicals (EDC) may impact obesity because of estrogenic and anti-estrogenic properties. One class of EDC's we will study are phthalates. There is widespread exposure from phthalates; mainly found in plastics, personal care products and foods. This HHEAR project will use the Children's Health cohort of 500 children from NYC, aged 5-11 to examine the effect of phthalates on childhood growth.															
Principal Investigator(s):	PI Tester															
Contributor(s):																
Step 1:	Generate Participant IDs (0 allocated already)															
Step 2 :	Map Original IDs. (PIIDs must be generated first).															
Step 3:	Upload Data															
Step 5:																
SID-PID mapping files	Active															
<table border="1"><thead><tr><th>File Name</th><th>File Description</th><th>Date Uploaded</th><th>File</th><th>Uploaded By</th><th>Archive</th></tr></thead><tbody><tr><td colspan="6">No matching records found</td></tr></tbody></table>		File Name	File Description	Date Uploaded	File	Uploaded By	Archive	No matching records found								
File Name	File Description	Date Uploaded	File	Uploaded By	Archive											
No matching records found																
Data Uploaded																
<table border="1"><thead><tr><th>File Name</th><th>File Description</th><th>Date Uploaded</th><th>File</th><th>Uploaded By</th><th>Category</th><th>Archive</th></tr></thead><tbody><tr><td colspan="7">No matching records found</td></tr></tbody></table>		File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive	No matching records found							
File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive										
No matching records found																
System Generated Files																
<table border="1"><thead><tr><th>File Name</th><th>File</th><th>Uploaded By</th></tr></thead><tbody><tr><td colspan="3">No matching records found</td></tr></tbody></table>		File Name	File	Uploaded By	No matching records found											
File Name	File	Uploaded By														
No matching records found																
Analyses																
<table border="1"><thead><tr><th>Analysis Title</th><th>Sample Matrix</th><th>Lab Hub Assigned</th><th>Number of Samples</th><th>File Count</th></tr></thead><tbody><tr><td>Phthalates</td><td>Urine</td><td>HT3 - Mount Sinai (Targeted)</td><td>0</td><td>0</td></tr><tr><td>Trace Elements</td><td>House Dust</td><td>HT1 - Duke</td><td>0</td><td>0</td></tr></tbody></table>		Analysis Title	Sample Matrix	Lab Hub Assigned	Number of Samples	File Count	Phthalates	Urine	HT3 - Mount Sinai (Targeted)	0	0	Trace Elements	House Dust	HT1 - Duke	0	0
Analysis Title	Sample Matrix	Lab Hub Assigned	Number of Samples	File Count												
Phthalates	Urine	HT3 - Mount Sinai (Targeted)	0	0												
Trace Elements	House Dust	HT1 - Duke	0	0												

Figure 3 – View Project page with project details

- Several buttons will appear on this page as you progress through the process that will be described in detail below. Stepping through the actions available via the buttons will allow you to perform all the steps necessary for retrieving your HHEAR PIDs, mapping your original subject or specimen IDs, and uploading any project-related data and documents you may have.

2.3 Step 1: Generating HHEAR PIDs

The **View Project** page contains a button called “Generate HHEAR Participant IDs” (see Figure 4 below).

This button will allow you to generate and retrieve part or all the total number of HHEAR PIDs that have been assigned to this project. Each individual study subject should have a participant ID, regardless of sample availability.



Figure 4 – Generate HHEAR Participant IDs button

- Clicking the button navigates you to a separate **Generate HHEAR Participant IDs for Project** page

A screenshot of a modal dialog box titled "Generate HHEAR Participant IDs for Project". It contains the following information:

- HHEAR Project ID: 2020-00000
- Project Status: Approved
- Enter Number of Participants:

At the bottom are two buttons: "Cancel" and "Generate PIDs". The "Enter Number of Participants" input field is highlighted with a yellow border.

Figure 5 – Generate HHEAR Participant IDs screen

- Enter the number of HHEAR PIDs that you would like to generate and retrieve in the “Enter Number of Participants” field, and click the “Generate IDs” button.
Note: you can enter part or all of the total number of PIDs you had specified for your project. If you enter more than the total number, however, you will receive an alert message.
- The following page will appear with a downloadable set of HHEAR PIDs.

A screenshot of a modal dialog box titled "Generate HHEAR Participant IDs for Project". It contains the following information:

- HHEAR Project ID: 2020-00000
- Project Status: Approved
- # of Participant IDs Requested: 1

At the bottom are two buttons: "Download Participant IDs" and "Close". The "Download Participant IDs" button is highlighted with a yellow border.

Figure 6 – Generated Participant IDs file

- The HHEAR PID file will open in Excel and will contain five columns as shown by the following figure, one containing the set of HHEAR PIDs and others containing HHEAR Project ID, and time stamps. One column, Original Subject ID, will be automatically filled in once you complete step 2 in the process.

A	B	C	D	E	
1	PID	Original_Subject_ID	Project ID	Created Date Time	Modified Date Time
2	4197794		2020-00001	03/22/21 4:39:11 PM	
3	3694361		2020-00001	03/22/21 4:39:11 PM	
4	4197588		2020-00001	03/22/21 4:39:11 PM	
5	9566845		2020-00001	03/22/21 4:39:11 PM	
6	9480468		2020-00001	03/22/21 4:39:11 PM	
7	1355122		2020-00001	03/22/21 4:39:11 PM	
8	2072692		2020-00001	03/22/21 4:39:11 PM	
9	4216719		2020-00001	03/22/21 4:39:11 PM	
10	3967593		2020-00001	03/22/21 4:39:11 PM	

Figure 7 – PIDs, once downloaded

- Note: HHEAR PIDs are also always available for download from the **View Project** page (see Figure 8 below)*

System Generated Files		
File Name	File	Uploaded By
2020-00001_HHEAR_Participant_IDs.xlsx		System Generated

Figure 8 – Generated PIDs always available on the View Project page

2.4 Step 2a: Mapping Original Subject IDs to HHEAR PIDs (suggested but optional)

The **View Project** page contains a button called “Map Original Subject IDs” (see Figure 9 below).

This button allows you to enter and map your original subject ID's (that you may have used to identify your subjects up to this point) to your HHEAR PIDs.

Based on the design of your study, you may have questions on how many or which study subjects require a HHEAR PID assignment. Please consult with your HHEAR Data Center analyst or you can email HHEARSupport@mssm.edu if you need to identify your analyst.



Figure 9 – Map Original Subject IDs button – on the View Project page

- Clicking the “Map Original Subject IDs” button navigates you to a separate **Map Original Subject IDs** page (see Figure 10).
- Download the PID to Original Subject ID mapping template (xlsx format) by selecting the “Download Template” button (circled in Figure 10 below).

A screenshot of a web page titled "Map PIDs to Original Subject IDs". At the top, it displays "Project ID: 2020-00001" and "Project Status: Approved". Below this is a button labeled "Download Mapping Template" with a yellow rectangular box drawn around it. Further down is a section for "Upload Map" with a "Choose File" button and an "Upload" button. At the bottom, there is a table with two columns: "HHEAR Participant ID" and "Original Subject ID". A message "No matching records found" is displayed below the table.

Figure 10 – Map Original Subject IDs page

- This template consists of 2 columns, PID and Original_Subject_ID, with a row per HHEAR PID created for this project in Step 1 (see Figure 11).
- If you already mapped any original subject IDs to your PIDs for this project, this mapping will be pre-filled on this template.

	A	B
1	PID	Original_Subject_ID
2	1355122	1
3	2072692	2
4	2890416	3
5	3694361	4
6	3967593	
7	4197588	
8	4197794	
9	4216719	
10	9480468	
11	9566845	

Figure 11 – PID to Original Subject ID mapping template

- Fill in your original subject IDs into the column Original_Subject_ID to map to the HHEAR PIDs. This mapping can be left partially completed if necessary.

Note (1): all original subject IDs need to be unique and can only be mapped to one of the HHEAR PIDs pre-filled on this template.

Note (2): once you map an original subject ID to a HHEAR PID you will not be able to change this mapping without contacting HHEARSupport@mssm.edu.
- Save the filled in template to your local computer drive.
- Go to the “Upload Map” section on the **Map Original Subject IDs** page and select “Choose File” button. You will then be prompted to select the PID to Original Subject ID mapping file saved to your local drive.
- Select the “Upload” button, a pop-up will appear indicating that the mapping process was successful.
- If there was an error in your mapping, a pop-up window will detail the issues present in your mapping file. Please make the necessary changes to the mapping file and upload again.

Note: please contact HHEARSupport@mssm.edu if you have any questions or issues with this mapping process.
- Once successfully uploaded, the resulting mappings will appear at the bottom of the screen (Figure 12).

Map PIDs to Original Subject IDs

[Back](#)

Project ID:	2020-00001
Project Status:	Approved
Download Mapping Template	
Upload Map	<input type="button" value="Choose File"/> No file chosen
	Upload

HHEAR Participant ID	Original Subject ID
1355122	1
2072692	2
2890416	3
3694361	4
3967593	5
4197588	6
4197794	7
4216719	8
9480468	9

Figure 12 – Mapped HHEAR PIDs and Original Subject IDs

*Note: once the PIDs have been mapped to original subject ID's, the mapped values will always be accessible to download from the **View Project** page, within the HHEAR Participant ID's file (mentioned in section 2.3).*

2.5 Step 2b: Mapping Original Specimen IDs to Subjects (suggested but optional)

The **View Project** page contains a button called “Map Original Specimen IDs” (see Figure 13 below).

This button allows you to enter and map your original specimen IDs (that you may have used to identify your specimens up to this point), to your subjects. We suggest you map specimens to subjects by linking your original specimen IDs to your original subject IDs (assuming you have already mapped your original subject IDs in step 2a – see section 2.4). If you chose not to provide your original subject IDs, you can still map your original specimen IDs by linking directly to your HHEAR PIDs.

Note: while a subject can have more than one original specimen ID, the same specimen ID cannot be mapped to more than one subject.

Step 2 (Optional):	Map Original Subject IDs	Map Original Specimen IDs
--------------------	--------------------------	---------------------------

Figure 13 – Map Original Specimen IDs button – on the View Project page

- Clicking the “Map Original Specimen IDs” button navigates you to a separate **Map Original Subject IDs to Original Specimen IDs** page.
- Download the Original Subject ID to Original Specimen ID mapping template (xlsx format) by selecting the “Download Template” button (circled in Figure 14 below).

OrigSubjectID-OriginSpecimenID PID-OriginSpecimenID

Map Original Subject IDs to Original Specimen IDs

Project ID: 2020-00001
Project Status: Approved

Download Mapping Template Download Template

Upload Map Choose File No file chosen Upload

Original Specimen ID	Original Subject ID	HHEAR PID
No matching records found		

Figure 14 – Map Original Specimen IDs page

- This template consists of 2 columns, Original_Subject_ID and Original_Specimen_ID (see Figure 15).

Note: there are no pre-filled cells in this mapping template since there may be multiple original specimen IDs per original subject ID, depending on the design of your study

	A	B
1	Original_Subject_ID	Original_Specimen_ID
2		
3		
4		

Figure 15 – PID to Original Subject ID mapping template

- Map your original subject IDs to your original specimen IDs that will be provided for this study (see Figure 16).

Note: original specimen IDs must be unique and can only be mapped to original subject IDs that were entered in the previous step (2a)

	A	B
1	Original_Subject_ID	Original_Specimen_ID
2	1	1a
3	1	1b
4	1	1c
5	2	2a
6	3	3a
7	4	4a
8	5	5a
9		

Figure 16 – Example of completed Original Subject ID to Original Specimen ID mapping template

- Save the filled in template to your local computer drive.
- Go to the “Upload Map” section on the **Map Original Subject IDs to Original Specimen IDs** page and select “Choose File” button. You will then be prompted to select the Original Subject ID to Original Specimen ID mapping file saved to your local drive.
- Select the “Upload” button, a pop-up will appear indicating that the mapping process was successful.
- If there was an error in your mapping, a pop-up window will detail the issues present in your mapping file. Please make the necessary changes to the mapping file and upload again.

Note: please contact HHEARSupport@mssm.edu if you have any questions or issues with this mapping process.

- Once successfully uploaded, the resulting mappings will appear at the bottom of the screen (Figure 17).

Note: for Original Subject IDs to Original Specimen IDs mappings, you can overwrite the previous mappings by uploading a new mapping file

OrigSubjectID-OrigSpecimenID PID-OrigSpecimenID

Map Original Subject IDs to Original Specimen IDs

< Back

Project ID: 2020-00001
Project Status: Approved
Download Mapping Template [Download Template](#)

Upload Map No file chosen

Original Specimen ID	Original Subject ID	HHEAR PID
1a	1	1355122
1b	1	1355122
1c	1	1355122
2a	2	2072692
3a	3	2890416
4a	4	3694361
5a	5	3967593

Figure 17 – Mapped Original Subject IDs to Original Specimen IDs

- If you are **not** providing your original subject IDs, you can map your original specimen IDs by clicking the “PID-OrigSpecimenID” tab, which will redirect you to the **Map PIDs to Original Specimen IDs** page. Follow the same process as the original subject IDs to original specimen IDs.

2.6 Step 3: Uploading Study Results Data

The **View Project** page contains a button called “Upload Data” (see Figure 18 below). This button allows you to upload any project-related data that you have collected for your project (e.g., epidemiological data, questionnaire answers, demographics, etc.) You may also upload any additional supporting documents related to your project.

The screenshot shows the 'View Project' page with various project details. At the bottom, there are three steps: Step 1 (Generate Participant IDs), Step 2 (Optional: Map Original Subject IDs and Map Original Specimen IDs), and Step 3 (Upload Data). The 'Upload Data' button is highlighted with a yellow box.

View Project	
HHEAR Project ID	2020-00001
Project Name:	The role of Endocrine Disruptors in Childhood obesity in a NYC cohort of children.
Description:	Childhood obesity is a leading public health problem in the US. Diet and physical inactivity are the main contributors, however, recent findings highlight the possible involvement of environmental estrogens, i.e. chemicals with estrogenic potential, have been reported to perturb adipogenic mechanisms using in vitro model systems. Referred to also as endocrine disrupting chemicals (EDC) may impact obesity because of estrogenic and anti-estrogenic properties. One class of EDC's we will study are phthalates. There is widespread exposure from phthalates; mainly found in plastics, personal care products and foods. This HHEAR project will use the Children's Health cohort of 500 children from NYC, aged 5-11 to examine the effect of phthalates on childhood growth.
Principal Investigator(s):	PI Tester
Contributor(s):	
Step 1:	Generate Participant IDs (10 allocated already)
Step 2 (Optional):	Map Original Subject IDs Map Original Specimen IDs
Step 3:	Upload Data

Figure 18 – Upload Data button – on the View Project page

- Clicking the “Upload Data” button navigates you to a separate **Upload File** page (see figure below)

The screenshot shows the 'Upload File' page with fields for Project Name, Project ID, Project Status, Select Category, Short Description, and a file upload button. A 'Back' link is visible in the top right corner.

Upload File	
Project Name	The role of Endocrine Disruptors in Childhood obesity in a NYC cohort of children.
Project ID	2020-00001
Project Status	Approved
Upload an Project File	
Select Category*	<input type="text" value="- Please Select -"/>
Short Description*	<input type="text"/>
Select file to upload	

Figure 19 – Upload File page

- The “Category” menu contains 3 categories that you may select: Original Study Data , Data Dictionary / Codebook, or Supporting Documents for Project
 - Uploading “Original Study Data” (epidemiological data, demographics data, etc.) requires an additional input to indicate whether this data is de-identified.
 - One “Data Dictionary / Codebook” should be uploaded per “Original Study Data” file.
 - “Supporting Documents for Project” could include relevant questionnaires or other support documents.
- After the required fields of “Category” and “Short Description” are filled in, click the “Select file for upload” button.
 - A pop-up window will appear where you can select a file from your local directory or drag a file into the drop box.
- The uploaded file will appear in the “Data Uploaded” section of the **View Project** page (see Figure 20 below).

Note: HHEAR Data Center personnel also have the ability to upload documents into your project space (this is especially relevant if you are collaborating with them on the content / structure of your data). You can tell who uploaded a file by looking at the “Uploaded By” column.

Principal Investigator(s):	PI Tester																												
Contributor(s):																													
Step 1:	Generate Participant IDs (10 allocated already)																												
Step 2 (Optional):	Map Original Subject IDs Map Original Specimen IDs																												
Step 3:	Upload Data																												
Step 4, Update Status:	(Already updated) Current status: Initial Data Reviewed by Stats Core																												
Step 5:	Map SIDs to PIDs																												
SID-PID mapping files																													
<input style="width: 100px; height: 20px;" type="button" value="Active"/>																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">File Name</th> <th style="text-align: left;">File Description</th> <th style="text-align: left;">Date Uploaded</th> <th style="text-align: left;">File</th> <th style="text-align: left;">Uploaded By</th> <th style="text-align: left;">Archive</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No matching records found</td> </tr> </tbody> </table>		File Name	File Description	Date Uploaded	File	Uploaded By	Archive	No matching records found																					
File Name	File Description	Date Uploaded	File	Uploaded By	Archive																								
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Data Uploaded <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">File Name</th> <th style="text-align: left;">File Description</th> <th style="text-align: left;">Date Uploaded</th> <th style="text-align: left;">File</th> <th style="text-align: left;">Uploaded By</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">Archive</th> </tr> </thead> <tbody> <tr> <td>Demographic Questionnaire English.docx</td> <td>Demographic Questionnaire</td> <td>3/26/2021 11:41:51 AM</td> <td> </td> <td>PI Tester</td> <td>Supporting Documents for Project</td> <td></td> </tr> <tr> <td>2020-0001_EPI_DD_20210101.xlsx</td> <td>Data Dictionary for EPI data</td> <td>3/26/2021 11:36:43 AM</td> <td> </td> <td>PI Tester</td> <td>Data Dictionary / Codebook</td> <td></td> </tr> <tr> <td>2020-0001_EPI_data_20210101.xlsx</td> <td>Complete Epi Data</td> <td>3/26/2021 11:35:25 AM</td> <td> </td> <td>PI Tester</td> <td>Original Study Data</td> <td></td> </tr> </tbody> </table>		File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive	Demographic Questionnaire English.docx	Demographic Questionnaire	3/26/2021 11:41:51 AM	 	PI Tester	Supporting Documents for Project		2020-0001_EPI_DD_20210101.xlsx	Data Dictionary for EPI data	3/26/2021 11:36:43 AM	 	PI Tester	Data Dictionary / Codebook		2020-0001_EPI_data_20210101.xlsx	Complete Epi Data	3/26/2021 11:35:25 AM	 	PI Tester	Original Study Data	
File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive																							
Demographic Questionnaire English.docx	Demographic Questionnaire	3/26/2021 11:41:51 AM	 	PI Tester	Supporting Documents for Project																								
2020-0001_EPI_DD_20210101.xlsx	Data Dictionary for EPI data	3/26/2021 11:36:43 AM	 	PI Tester	Data Dictionary / Codebook																								
2020-0001_EPI_data_20210101.xlsx	Complete Epi Data	3/26/2021 11:35:25 AM	 	PI Tester	Original Study Data																								

Figure 20 – Uploaded files displayed on View Project page

2.7 Archiving Uploaded Files

Files that you have uploaded may be “archived” (if they are incorrect or outdated, or have been replaced by a newer version).

File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive
Demographic Questionnaire English.docx	Demographic Questionnaire	3/26/2021 11:41:51 AM		PI Tester	Supporting Documents for Project	

Figure 21 – Ability to Archive files

- To archive a file, click on the “archive” icon, next to the document (see Figure 21 above).
 - The system will prompt you for confirmation, and then archive your file.
- To see files that you have already archived, toggle the “File view selection box” to “Archived” (see Figure 22 below).
 - To see your CURRENT set of files, toggle the selection back to “Active”.

SID-PID mapping files						
File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive
No matching records found						
Data Uploaded						
File Name	File Description	Date Uploaded	File	Uploaded By	Category	Archive
Demographic Questionnaire English.docx	Demographic Questionnaire	3/26/2021 11:41:51 AM		PI Tester	Supporting Documents for Project	
2020-0001_EPI_DD_20210101.xlsx	Data Dictionary for EPI data	3/26/2021 11:36:43 AM		PI Tester	Data Dictionary / Codebook	
2020-0001_EPI_data_20210101.xlsx	Complete Epi Data	3/26/2021 11:35:25 AM		PI Tester	Original Study Data	

Figure 22 – File View selection box

2.8 Step 4: Submitting your Study Data for Review

Once you have uploaded ALL of your relevant study data, you should click the “Ready for Stats Core Review” button. This will automatically notify Data Center Statistical personnel that your data is ready for initial review.

- Clicking the “Ready for Stats Core Review” will update the status of your project, and send a notification to Data Center Statistical Core personnel.

Note: you will still have full access to your project and files after this step.

- Once the “Ready for Stats Core Review” button is clicked, the project Status appears as “Awaiting Review”.
- The project Status will change to “Initial Data Reviewed by Stats Core” when the DC Statistical Core finishes its review and release SIDs to the HHEAR Coordinating Center (CC).

3.0 Mapping HHEAR SIDs to PIDs, and Shipping your Samples

Note: This section assumes that you have already received the electronic set of SIDs and associated labels from HHEAR CC.

Once you have received your set of sample labels from HHEAR CC, which each have a 2-D barcoded Specimen ID (SID) encoded upon them, you can map each SID directly to a corresponding study participant via the DSRP.

Note: At this point in the process, the HHEAR Coordinating Center (CC) will set up a call between you, the lab performing the analyses and the Data Center to discuss the labeling plan. Please include the person in your lab that will be doing the relabeling.

3.1 Navigate to the Map HHEAR Specimens to Participants page

- Navigate to the **Project View** page for your HHEAR project.

Note: you can confirm that your project is ready for SID-to-PID mapping by seeing that the status reads “Initial Data Reviewed by Stats Core”

The screenshot shows a user interface for project management. At the top, there is a yellow-highlighted box containing the text "Step 4, Update Status:" followed by "(Already updated) Current status: Initial Data Reviewed by Stats Core". Below this, another box labeled "Step 5:" contains a blue button with the text "Map SIDs to PIDs".

Figure 23 – Project Status on Project Review page

3.2 Mapping Specimens to Participants

- You can find “Map SIDs to PIDs” button next to Step 5 (see figure below).

Note: this button will only become available once the status of your project has been marked as “Initial Data Reviewed by Stats Core”

The screenshot shows a section of the Project Review page. It includes two status boxes: "Step 4, Update Status" (already updated) and "Step 5" (with a yellow-bordered "Map SIDs to PIDs" button). Below these is a note about the button becoming available once the project status is marked as "Initial Data Reviewed by Stats Core".

Figure 24 – Map SIDs to PIDs button on Project Review page

- Clicking the “Map SIDs to PIDs” button will direct you to the **MAP SIDs-PIDs** page.

The screenshot shows the MAP SIDs-PIDs page. It displays project details: Project Name (The role of Endocrine Disruptors in Childhood obesity in a NYC cohort of children), Project ID (2020-00001), and Project Status (Initial Data Reviewed by Stats Core). It also shows a "Category" (SID-PID mapping) and a "Short Description*" input field. A "Download SID-PID mapping template" button is highlighted with a yellow border. Other buttons include "Download SID-PID mapping guidance document" and "Upload".

Figure 25 – Map SIDs to PIDs page

- Click on the “Download SID-PID mapping template” button to download mapping template and save to your local drive.
 - o If you opted to link your original sample IDs to your original subject IDs or PIDs on the HHEAR DSRP (step 2), then this template will come pre-filled with the PIDs and mapped original IDs, with a row per original sample ID.
 - o If you opted out of these original ID mapping steps, then your SID-PID mapping template will be generated without any pre-filled fields.

Note: if not have not already mapped your original IDs to your HHEAR PIDs and now would like to, please go back to step 2a and 2b; otherwise you have the option to leave these original ID fields blank.

Figure 26 – Example of SID to PID mapping template with pre-filled fields

- On this same **MAP SIDs-PIDs** page, click the “Download SID-PID mapping guidance document” for instructions, a description of fields, and other pertinent information.
 - Please fill in all mandatory information as indicated in the guidance document. We encourage you to add all available optional information for each sample.

Note: some fields are mandatory depending on the matrix of the sample; see description of fields in the guidance document.

- Save your completed SID-PID mapping file to your local drive.
 - Upload your saved SID-PID mapping file.
 - Go to the **MAP SIDs-PIDs** page.
 - Fill out the “Short Description” field (e.g. SID-PID map v1).
 - Choose the file on your local drive and click upload.
 - Upon initial upload, there is a preliminary QC validation check.
 - These checks ensure:
 - all SIDs entered are unique
 - all PIDs entered are associated with your HHEAR project
 - all mandatory fields are filled out
 - all mapping are consistent with previous mappings for this project
 - If any of these preliminary QC validation checks fail an error message will appear and the file will not be uploaded.
 - Fix errors and re-upload.
 - Once uploaded the file will appear on the **Project View** page in the “SID-PID mapping files” section (see figure below).

SID-PID mapping files						Active	▼
File Name	File Description	Date Uploaded	File	Uploaded By	Archive		
2020-00001_SID-PID_mapping_template-202103292256.xlsx	SID-PID Map V1	3/29/2021 11:16:34 PM	 	PI Tester			

Figure 27 – uploaded SID-PID mapping file

- The mapping file will now go through a more thorough QC validation procedure by the Data Center prior to ingestion into the HHEAR database.
 - These checks ensure:
 - SIDs match those provided by the CC
 - matrix field matches the matrix code embedded in SID
 - SID cores always associated with same PID
 - PID always associated with same original subject ID
 - If any errors are detected during this validation process, a member of the Data Center will reach out to you and guide you in making any necessary changes to your SID-PID mappings.
- Upon validation of your SID-PID mapping file, the Data Center will ingest the mapping data into the HHEAR database.

3.3 Retrieving your Shipping Manifest

Once your SID-PID mapping file is validated and ingested by the Data Center, a Shipping Manifest for each Lab Hub entered in your SID-PID mapping file will now appear in the “System Generated Files” section on the **Project View** page (see screenshot below).

System Generated Files		
File Name	File	Uploaded By
2020-00001_HHEAR_Participant_IDs.xlsx		System Generated
2020-00001_Shipping Manifest - Lab Hub HT1 - Duke		System Generated
2020-00001_Shipping Manifest - Lab Hub HT3 - Mount Sinai (Targeted)		System Generated

Figure 28 - Shipping Manifest(s) now accessible in the ‘System Generated Files’ section

- The Shipping Manifest will open as a fully editable formatted excel document which contains the information entered on the SID-PID mapping file that is needed by the LH.
 - The ‘description of fields’ section in the guidance document indicates which fields will be shared with the LH via the Shipping Manifest.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1 Project Information													
2 Project Investigator Name:	PI Tester												
3 Project Contact Email:	PI.Tester@institution.edu												
4 Project Contact Phone:													
5 Project Name:	The role of Endocrine Disruptors in Childhood obesity in a NYC cohort of children.												
6 Project ID:	2020-00001												
7													
8													
9 Shipment Information													
10 Ship To Lab Hub:													
11 Ship To Address:													
12 Lab Hub Phone:													
13 Lab Hub Email & Instructions:													
14 Shipping Dates:													
15 Expected Receipt Date:													
16 Carrier:													
17 Shipment ID/Carrier Tracking Number:													
18 Box Type:													
19 Box Label:													
20 Box Position:													
21 Shipping Temperature:													
22 # Storage Containers:													
23 Total # Samples:													
24 Comments:													
25													
26													
27 Project ID	SID	Biological matrix	Environmental matrix	Lab Hub ID	Sample quantity	Sample quantity uom	Sample collection date	Comments by PI	Batch	Chemical group	Box label	Box position	Sample collecti
28 2020-00001	H-TQD85-U-00	Urine		HT3 - Mount Sinai (Targeted)	1 ml		01/19/2018			UPHTH	B1	A1	void
29 2020-00001	H-MWB57-U-00	Urine		HT3 - Mount Sinai (Targeted)	1 ml		04/22/2018			UPHTH	B1	A2	void
30 2020-00001	H-P103-U-00	Urine		HT3 - Mount Sinai (Targeted)	2 ml		08/07/2018			UPHTH	B1	A3	void
31 2020-00001	H-M5642-U-00	Urine		HT3 - Mount Sinai (Targeted)	1 ml		04/01/2018			UPHTH	B1	A4	void

Figure 29 – Shipping Manifest file

4.0 Retrieving Lab Analysis Data from the portal

Note: This section assumes that the Lab Hub has completed their sample analysis, uploaded the data to the Data Submission and Review Portal, and the data has been validated and approved for release to the PI by both the Lab Hub and Data Center.

All PIs and CIs associated with your project will be automatically notified once validated data submitted by the Lab Hub is released by the Data Center. The data and other supporting documentation can be retrieved via your HHEAR project page on the DSRP.

4.1 Step One: Navigate to the Relevant Analysis

- Navigate to the **Project View** page for your HHEAR project.
- Go to the “Analyses” section to see the analyses with available data by looking at the ‘File Count’ field.

Note: file count may refer to data files, supporting document files, or hyperlinks.

The screenshot shows the Project View page with the following sections:

- SID-PID mapping files:** A table with one row: 2020-00001_SID-PID_mapping_template-202103292256.xlsx (SID-PID Map V1), uploaded on 3/29/2021 11:16:34 PM by PI Tester.
- Data Uploaded:** A table with three rows: Demographic Questionnaire English.docx (uploaded by PI Tester), Data Dictionary for EPI data (uploaded by PI Tester), and Complete Epi Data (uploaded by PI Tester).
- System Generated Files:** A table with three rows: 2020-00001_HHEAR_Participant_IDs.xlsx, 2020-00001_Shipping Manifest - Lab Hub HT1 - Duke, and 2020-00001_Shipping Manifest - Lab Hub HT3 - Mount Sinai (Targeted) (all uploaded by System Generated).
- Analyses:** A table with two rows: Phthalates (Urine, HT3 - Mount Sinai (Targeted), 100 samples, 1 file) and Trace Elements (House Dust, HT1 - Duke, 0 samples, 0 files). This section is highlighted with a yellow border.

Figure 30 Analyses list on Project View page

4.2 Step Two: Retrieving Analysis Data

- Clicking on the ‘Analysis Title’ for which you want to retrieve associated lab data will navigate you to the **View Analysis** page.

The screenshot shows the 'View Analysis' page with the following details:

Project ID	2020-00001
Analysis Title	Phthalates
Analysis Description	
Matrix	Urine
Number of Specimens	100

Below the table is a blue 'Upload Data' button. At the bottom of the page, there is a section titled 'Lab Results' containing a file entry:

2020_00000_HHEAR_Targeted_Data_UPHTH.xlsx	Lab Results	8/31/2020 12:52:25 PM	By test test	Active
Phthalates in urine data for 2020-00000				Hash

Figure 31 Analysis Result file (example)

- Any data uploaded at the Analysis Level will appear in the “Data Uploaded” section.
 - You will see the file Name, Description, date of upload and the name of the user who uploaded each file listed.
 - You can download each file listed by clicking on the download icon (highlighted in figure above).

Note: for Metabolomics data (that has separately been posted to the Metabolomics Workbench) – a hyperlink icon will appear, that when clicked will open the associated Metabolomics Workbench project page in a separate browser tab.

5.0 Finalizing HHEAR Project

Once all data from the Lab Hub(s) have been released to PI for a given project, the status of the project will be changed to “Lab Data Reviewed by Stats Core”. At this point in the process, the Data Center will start preparing all data related to your HHEAR project for eventual release to the public (pending lifting of data embargo; *see HHEAR Data Sharing Plan document*) and, if applicable, will contact the PI regarding the statistical analyses. Once these tasks by the Data Center are completed the project status will be changed to “Finalized”.

Note: the Data Center will contact the PI if any additional epidemiological data or clarifications on this data are needed for either the statistical analyses or public data repository.