NIH-DaRS
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User Manual For Data Request (Presentation)

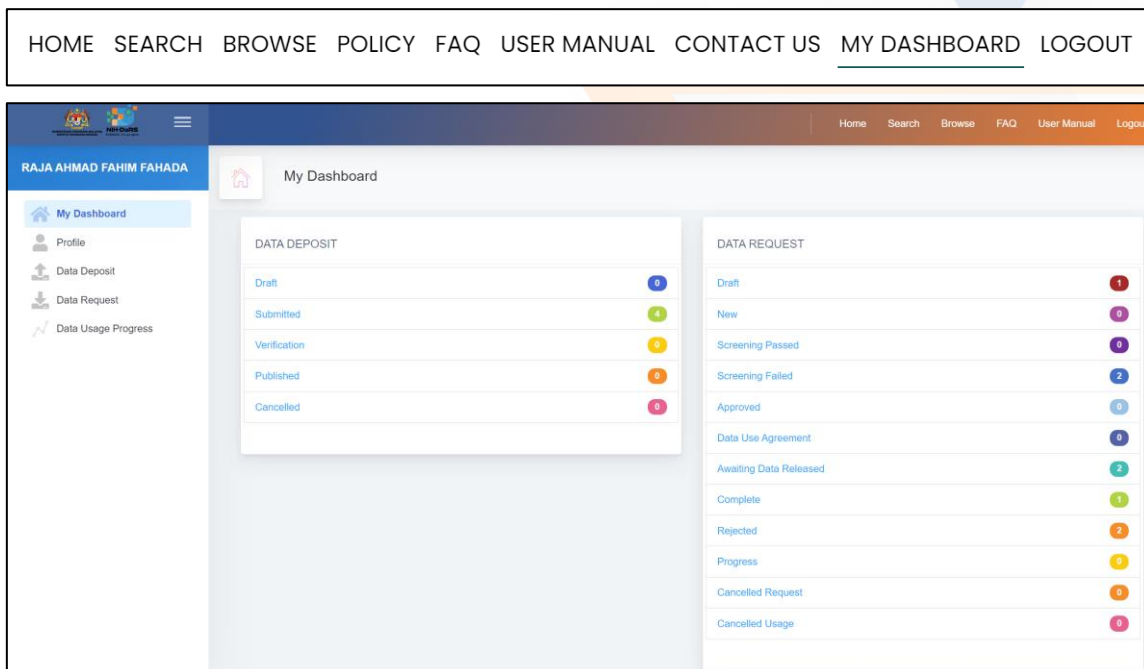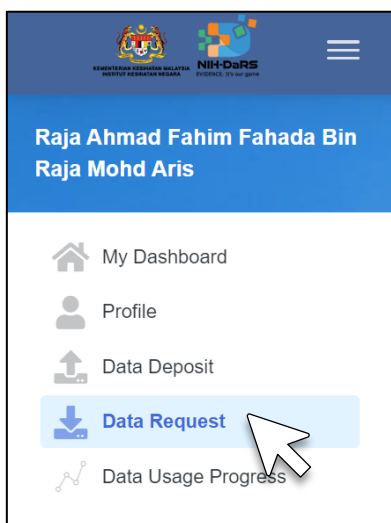*https://nihdars.nih.gov.my/*
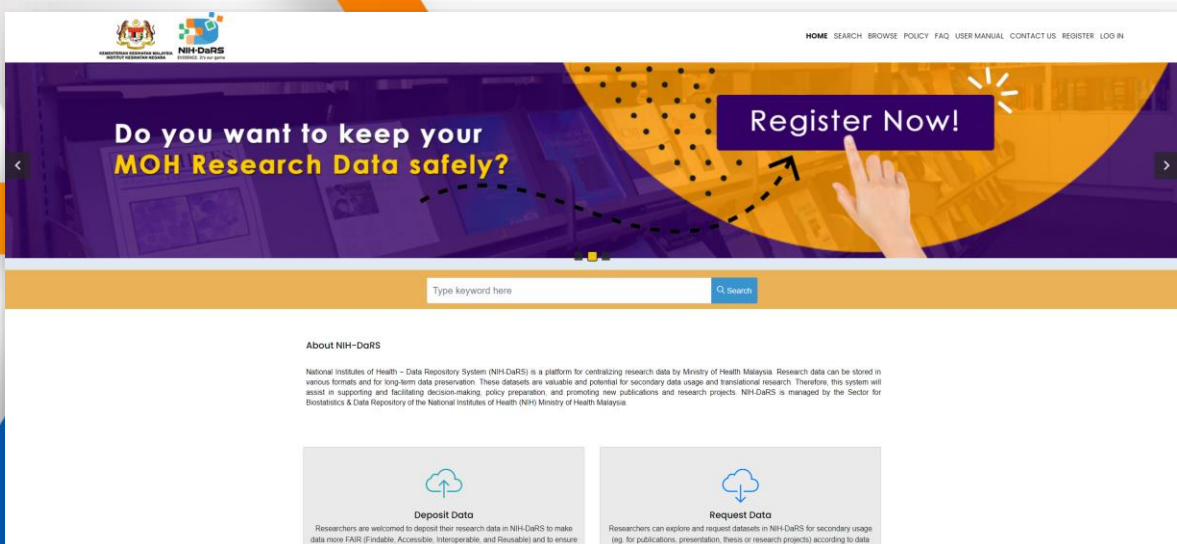
Request Data

Researchers can explore and request data sets in the NIH-DaRS for secondary use (e.g., for presentation) in accordance with data access and use policies.

Steps to request data for requester

1. Click the MY DASHBOARD button in the main menu. Dashboard page is displayed.

2. Click the Data Request button in the side bar menu

3. Click the REQUEST DATA button in dashboard of Data Request

4. Users can search for data using keywords such as title, selected list, subject name, suggested keywords, principal investigator, organization or stakeholder. Click the title to view the data information

5. Data information will display.

6. Click the preview button to view sample data.

1. NHMS 2011 - Mental Health Child.sav **Preview**
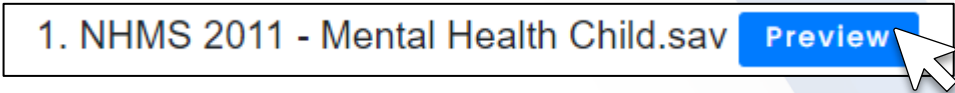
7. Sample Data displayed in table. Click close button to close preview.

INDVID	EBID	WEIGHT4	STRATA2	STATE	STRATA	AGE	AGEGP	AGEGP2	SEX	ETHNIC
010100100064300280109	010100100064	711.02	Johor rural	Johor	Rural	7	5-9	5-9	Female	Chinese
010100100064300280110	010100100064	711.02	Johor rural	Johor	Rural	6	5-9	5-9	Female	Chinese
010100100064300280111	010100100064	1021.851	Johor rural	Johor	Rural	12	10-14	10-14	Male	Chinese
010100100064300280113	010100100064	685.219	Johor rural	Johor	Rural	13	10-14	10-14	Female	Chinese
010100100064300320105	010100100064	1021.851	Johor rural	Johor	Rural	12	10-14	10-14	Male	Chinese
010100100064300410103	010100100064	1192.586	Johor rural	Johor	Rural	14	10-14	10-14	Male	Malays
010100100064300410104	010100100064	907.937	Johor rural	Johor	Rural	8	5-9	5-9	Female	Malays
010100100071300190104	010100100071	1277.635	Johor rural	Johor	Rural	15	15-19	15	Male	Malays

Close

8. Click the Request Data button.
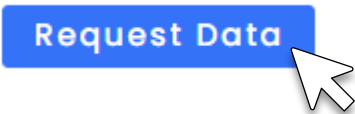
Request Data

9. The system displays user detail information.

	YOUR DETAILS	REQUEST FORM	RESEARCH DATA INFORMATION
Name And Title	DR. Raja Ahmad Fahim Fahada Bin Raja Mohd Aris		
Identification No.	991215030000		
Telephone Number	0148432191		
Email	kultumkiraman01@gmail.com		
Position	Medical Corps		
Organization	Non MOH		
Agency	PRIVATE		
Organization Address	Lot 34,		
	Kg Air Asahan Tengah		
	Tanah Merah		
	17510		

10. Click the NEXT button.

NEXT

11. Fill in all the information in the Request Form.

12. Click the NEXT button.

13. Research Data Information displayed.

14. The requester selects the data according to the research title. Requestors can select/mark files non statistical files such as image/video/audio or other file formats.

15. Requester can select each variables needed on each statistical files accordingly. Click checkbox below to turn on/off merge files.

16. Requester can request multiple dataset in a single request form by clicking ADD RESEARCH button. (For example, requester wants to request NHMS 2011, NHMS 2015 and NHMS 2019 in a one request form.)

17. Click SEND DATA REQUEST button to submit request. Click SAVE AS DRAFT button will save the request and the request will not be submitted .

18. Display of Application Form Receipt.

19. Click the Data Request button in the side bar menu
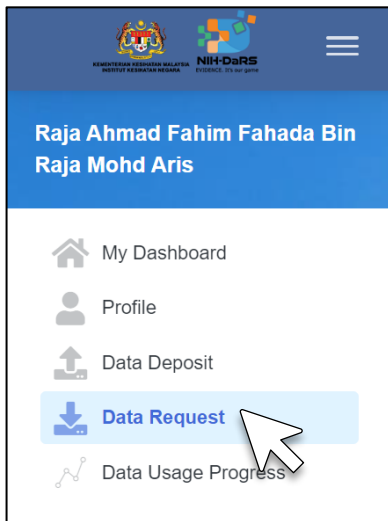
20. New request data will appear in the data request list.

21. Click To Do Button is for view status with action needed.

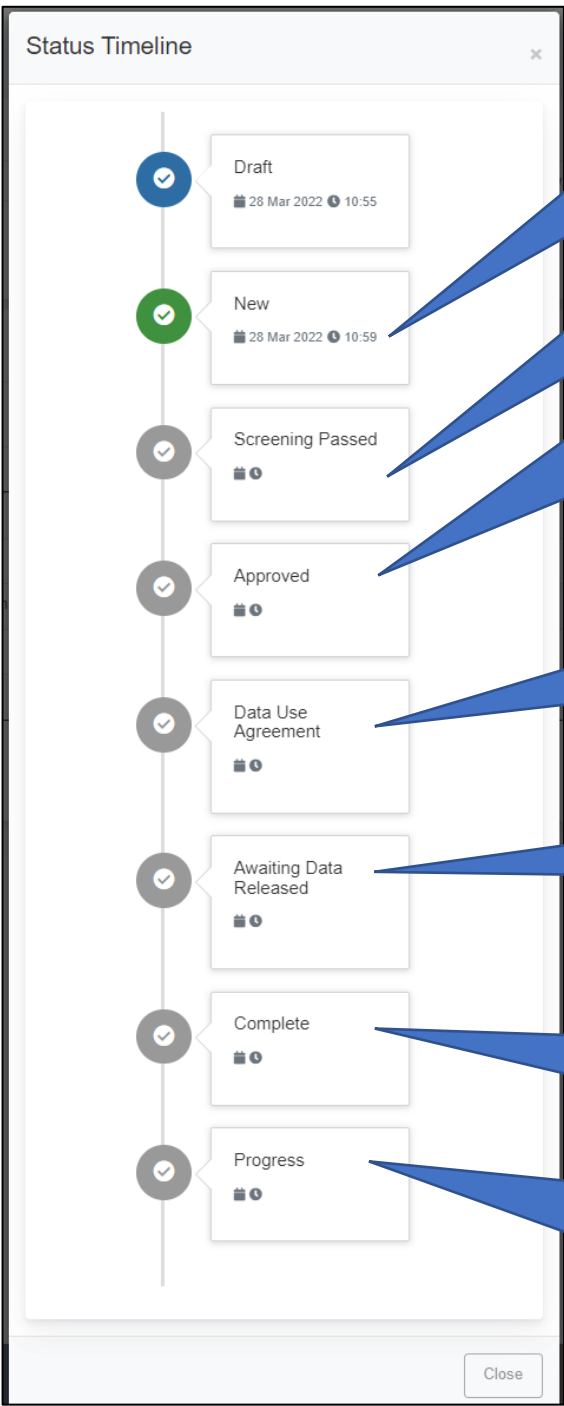22. For status new, User can view request form and download application form receipt.

23. Click Status to view status timeline.

24. Requester can keep track all the status of request in Status Timeline.

Status Timeline ✕

- ✔ **Draft**
  📅 28 Mar 2022 🕐 10:55

- ✔ **New**
  📅 28 Mar 2022 🕐 10:59

- ✔ **Screening Passed**
  📅 🕐

- ✔ **Approved**
  📅 🕐

- ✔ **Data Use Agreement**
  📅 🕐

- ✔ **Awaiting Data Released**
  📅 🕐

- ✔ **Complete**
  📅 🕐

- ✔ **Progress**
  📅 🕐

Close

The request will be screened by admin

Request have been screened by admin and passed screening process.

The data request has been approved, requester can download the approval letter and download data use agreement to be sign by requester and requester's supervisor/head of department. Then, requestor need to upload the signed agreement.

Head of Sector for Biostatistics & Data Repository will sign the data use agreement digitally (auto generated by the system)

Data will be generated by the system and validated by NIH-DaRS administrator.

Requester can download the requested data and copy of data use agreement that has been completely signed by both parties (requester and NIH-DaRS).

Requesters are required to update their progress of data usage for the publication / presentation / research project every three months (March, June, September and December) in NIH-DaRS.

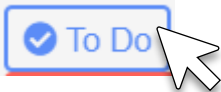25. When the status of request is APPROVED, click To Do button to view status with action needed.

26. Click Download Data Use Agreement button, print and then sign at requester and requester's supervisor / head of department. Please leave the signature section for Head of Sector Biostatistics & Data Repository blank.
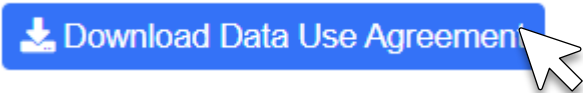
27. Please upload the signed data use agreement (in 4 full pages) in PDF format only. Head of Sector for Biostatistics & Data Repository will sign the data use agreement digitally (auto generated by the system). Then click submit button to send.

28. Now the status has changed to Data Use Agreement and the application is awaiting the approval of the Head of Sector.

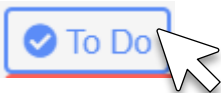29. When the status of request is COMPLETE, click To Do button to view status with action needed.

30. Please download all the requested data.

31. Click the Data Usage Progress button in the side bar menu.

32. Click the Progress button in action column to update the progress of data usage.

33. Please upload presentation file, fill in the Conference Name and Conference Name, and select Date Of Presentation to update status. Click Save to submit progress