NIH-DaRS
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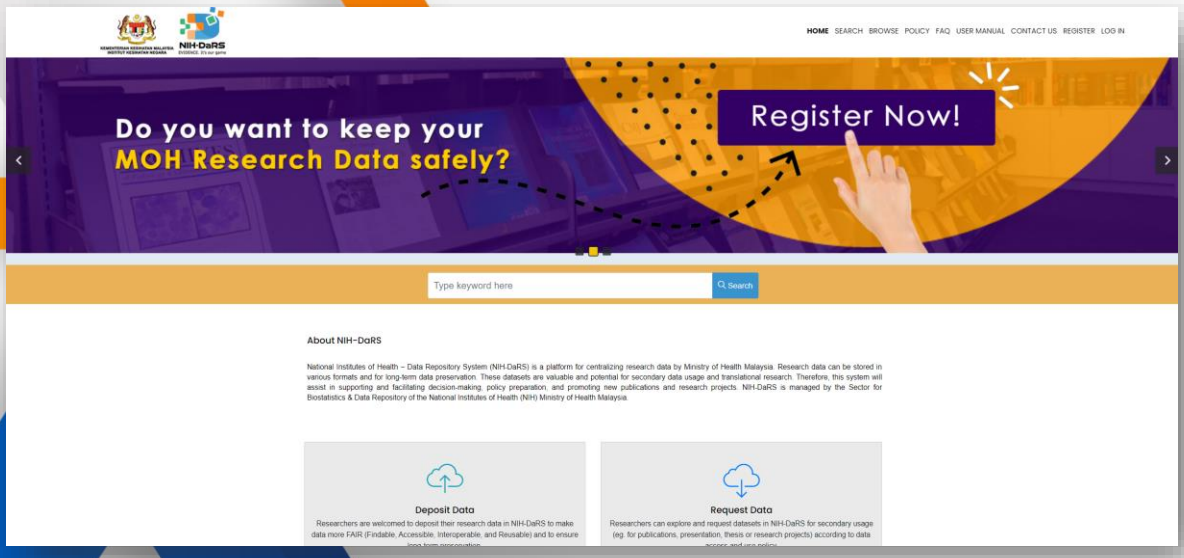
User Manual For Data Request (Publication)

https://nihdars.nih.gov.my/

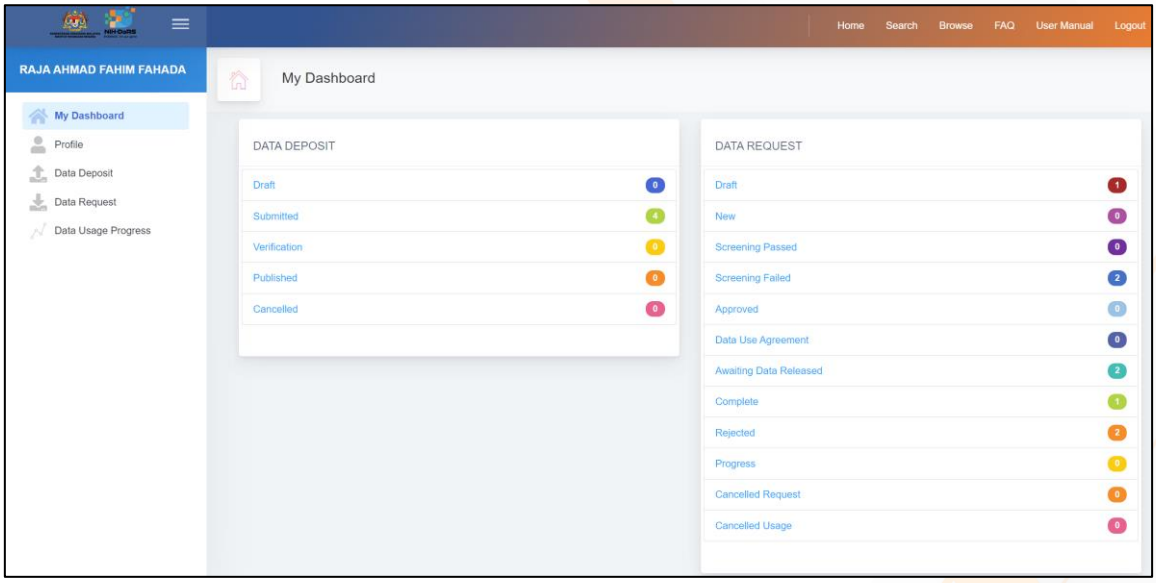


Request Data

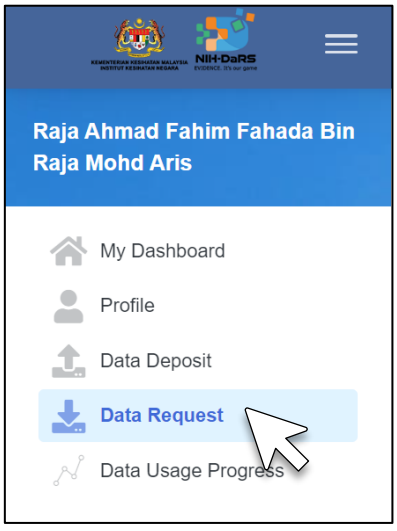
Researchers can explore and request data sets in the NIH-DaRS for secondary use (e.g., for publication) in accordance with data access and use policies.

Steps to request data for requester

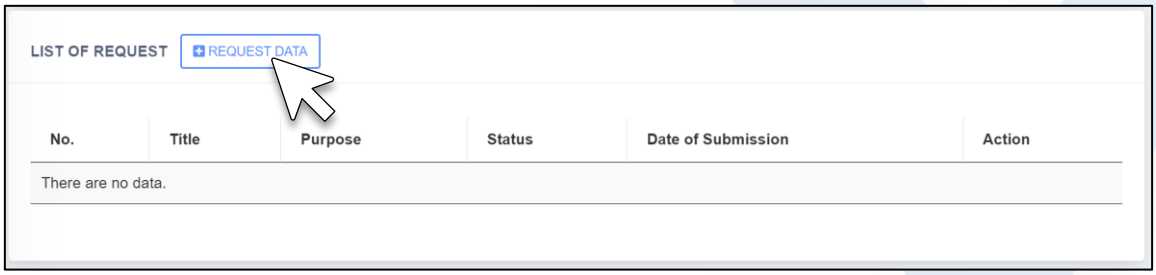
1. Click the MY DASHBOARD button in the main menu



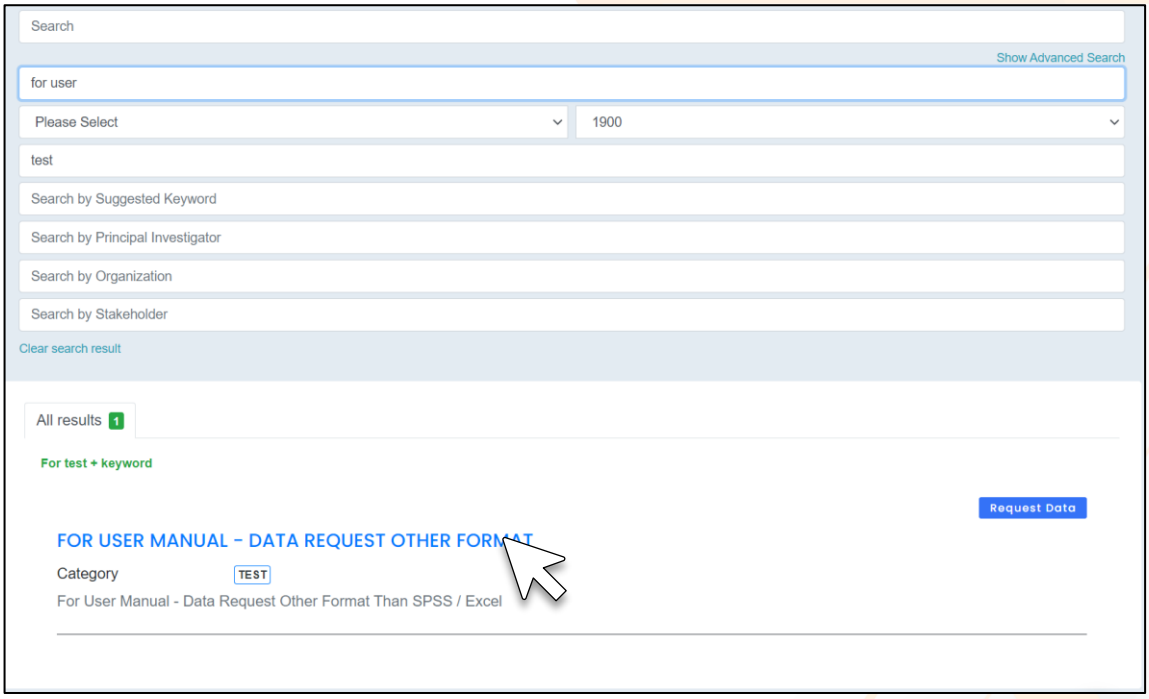
2. Click the Data Request button in the side bar menu



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

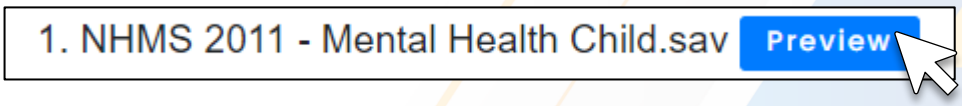


4. Users can search for data using keywords such as title, selected list, subject name, suggested keywords, principal investigator, organization or stakeholder. Click the title to view the data information

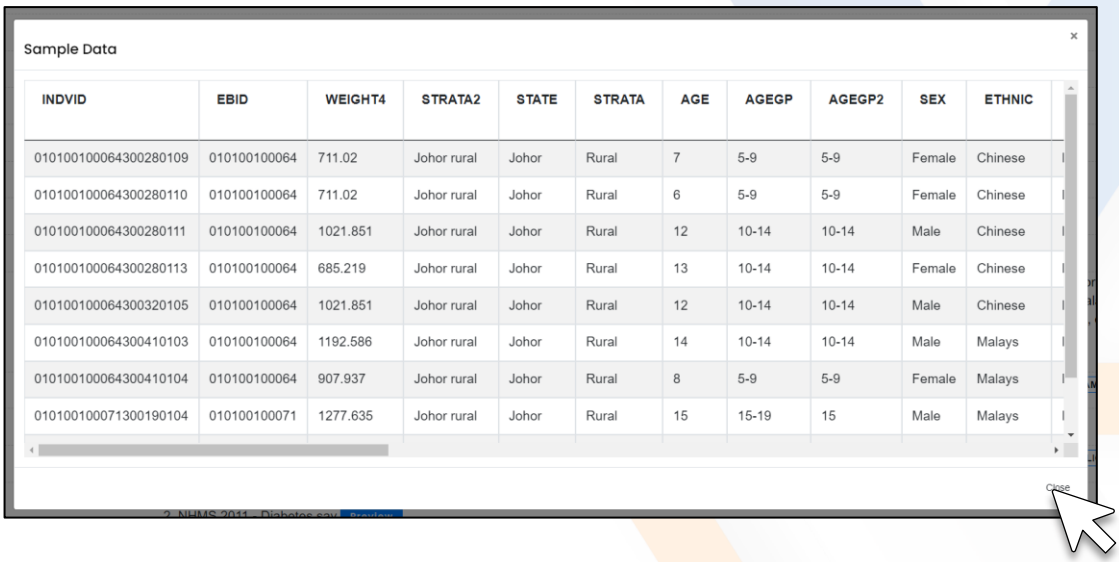


5. Data information will display.

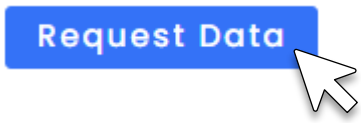
6. Click the preview button to view sample data.



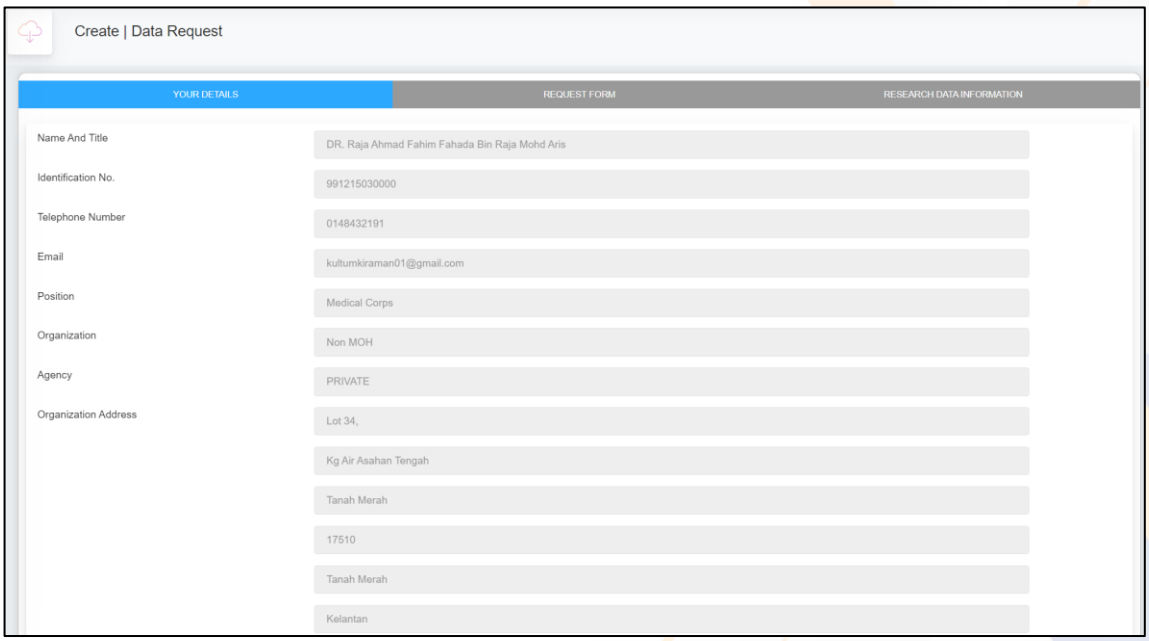
7. Sample Data displayed in table. Click close button to close preview.



8. Click the Request Data button.

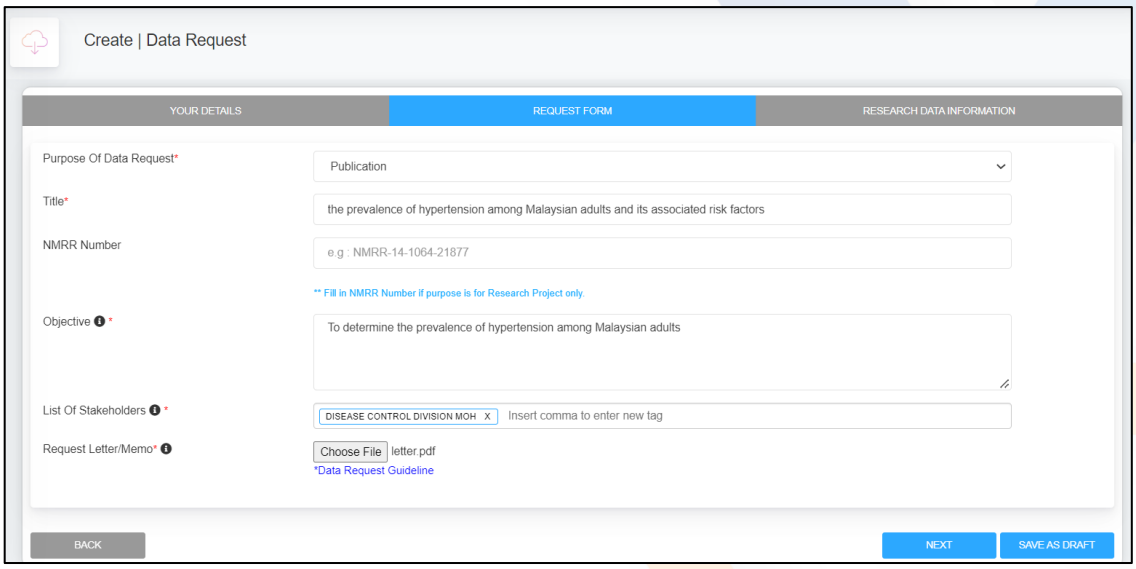


9. The system displays user detail information.



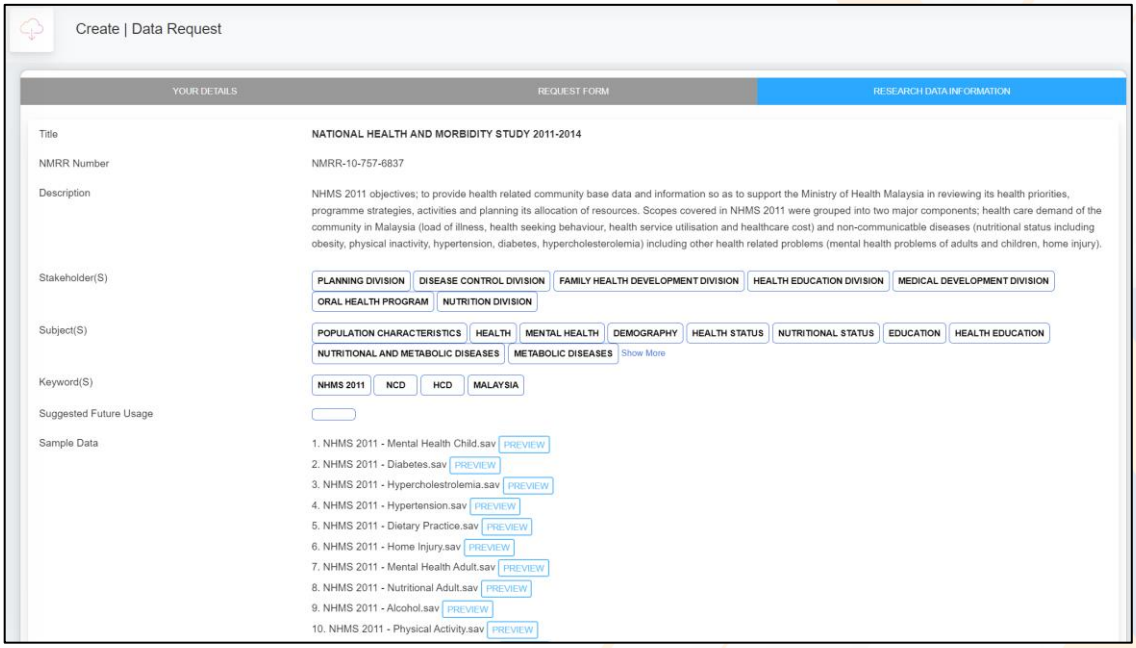
10. Click the NEXT button.

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

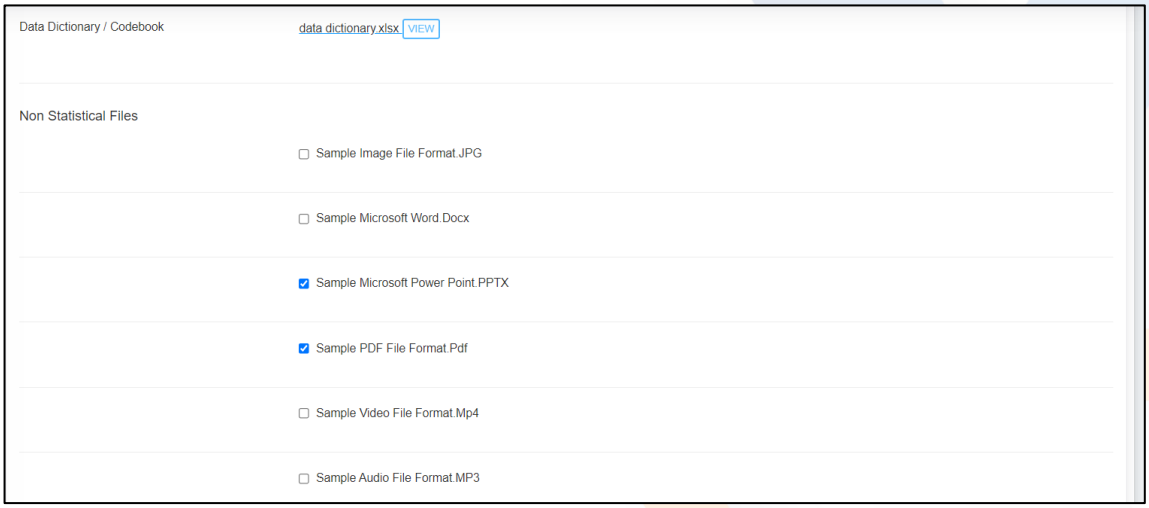


12. Click the NEXT button.

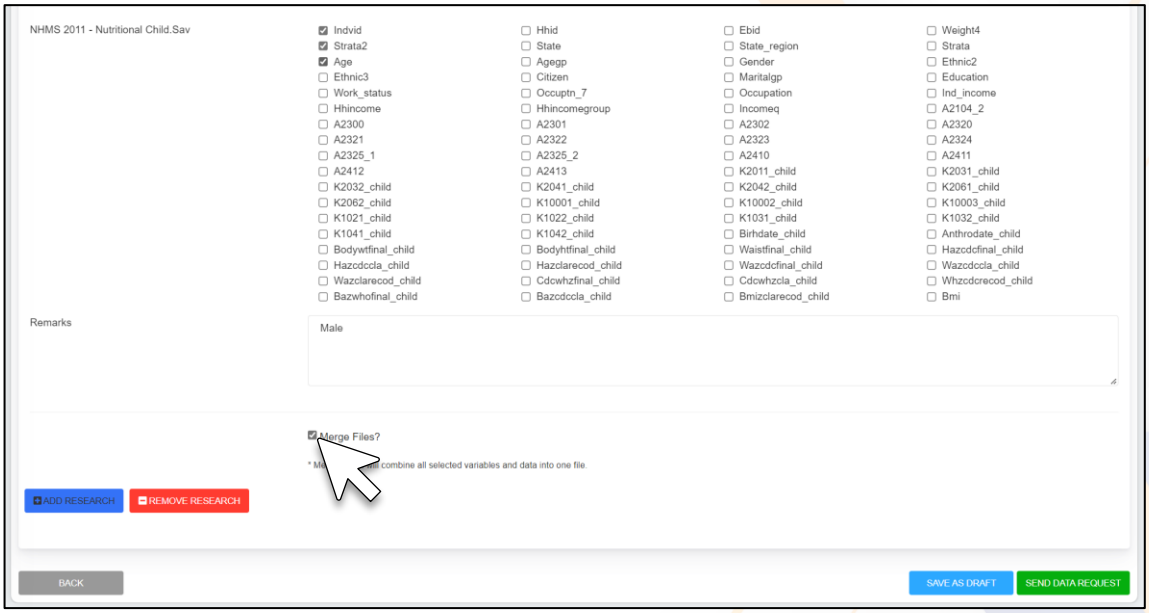
13. Research Data Information displayed.



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.

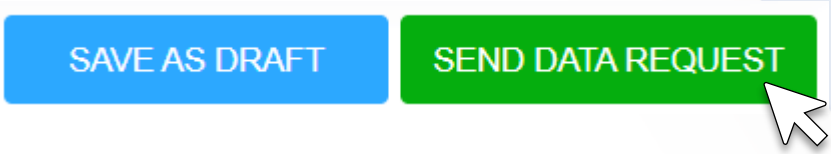


15. Requester can select each variables needed on each statistical files accordingly. Click checkbox below to turn on/off merge files.

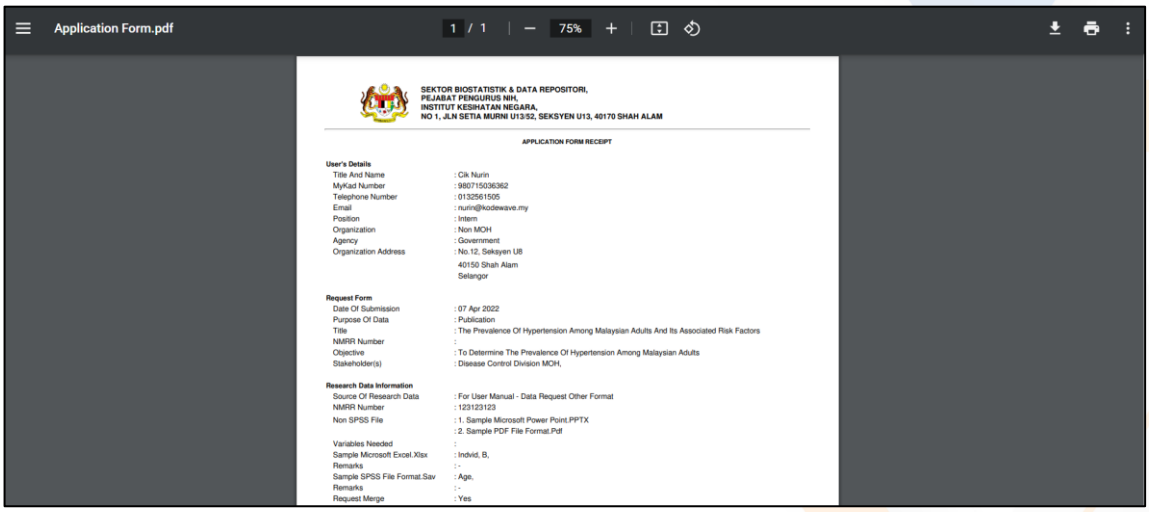


16. Requester can request multiple dataset in a single request form by clicking ADD RESEARCH button. (For example, requester wants to request NHMS 2011, NHMS 2015 and NHMS 2019 in a one request form.)

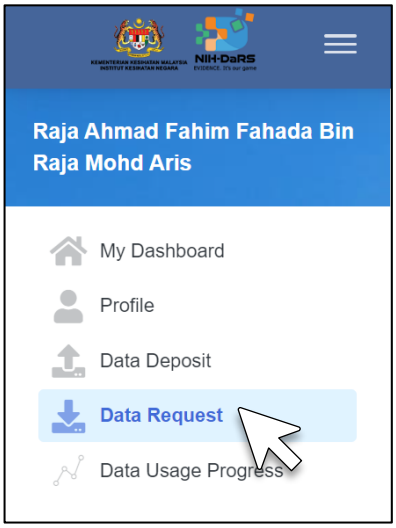
17. Click SEND DATA REQUEST button to submit request. Click SAVE AS DRAFT button will save the request and the request will not be submitted .



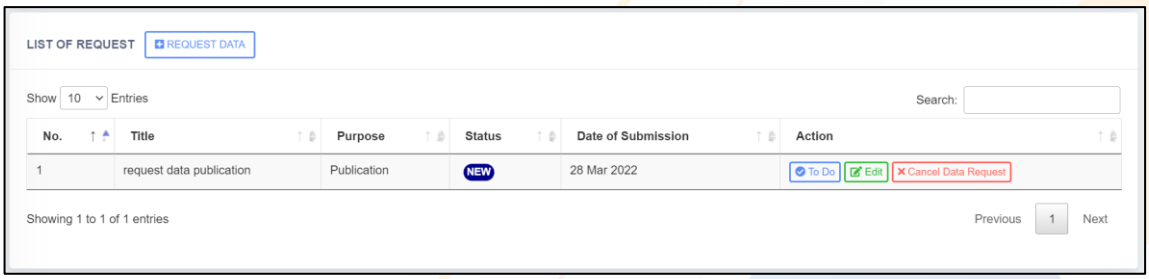
18. Display of Application Form Receipt.



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

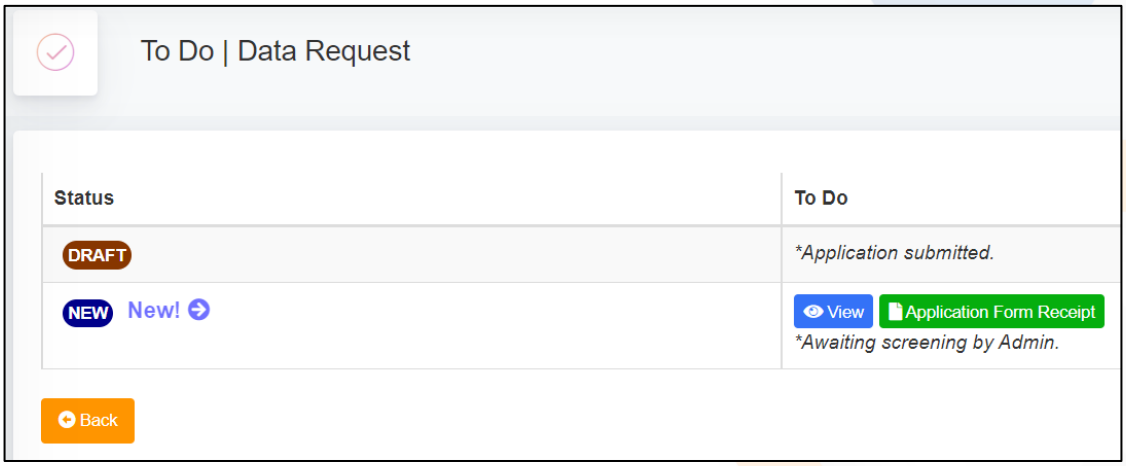


20. New request data will appear in the data request list.

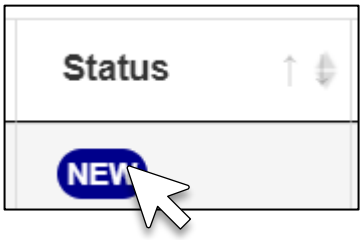


21. Click To Do Button is for view status with action needed.

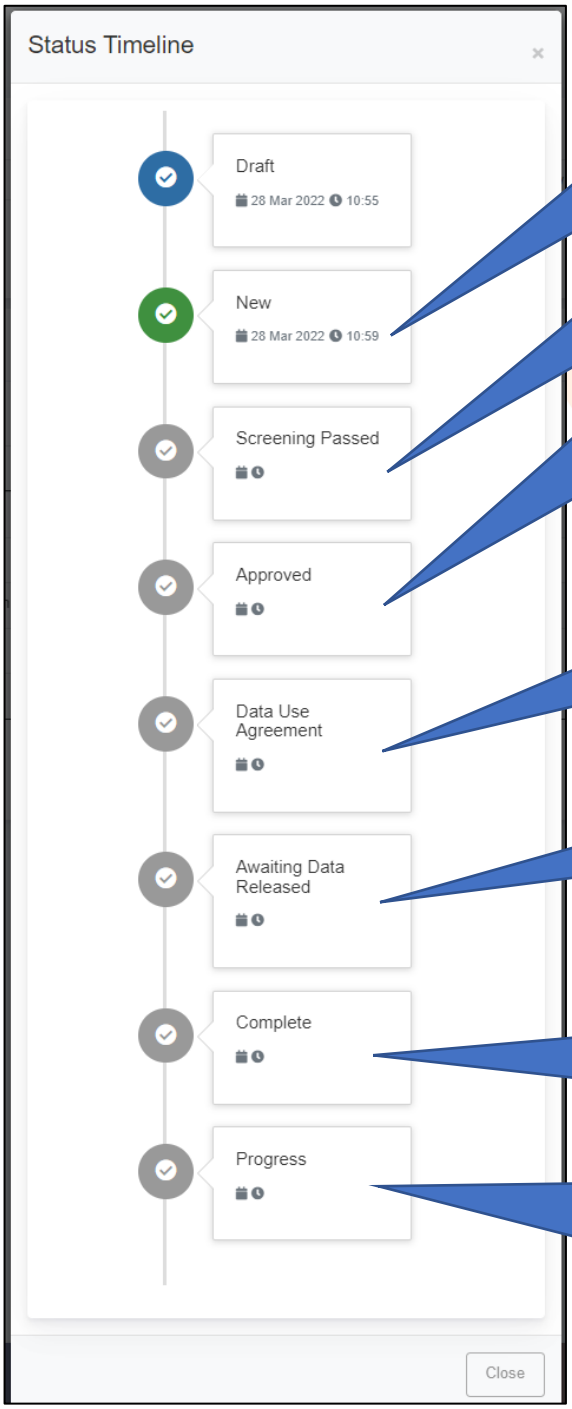
22. For status new, User can view request form and download application form receipt.



23. Click Status to view status timeline.



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



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.

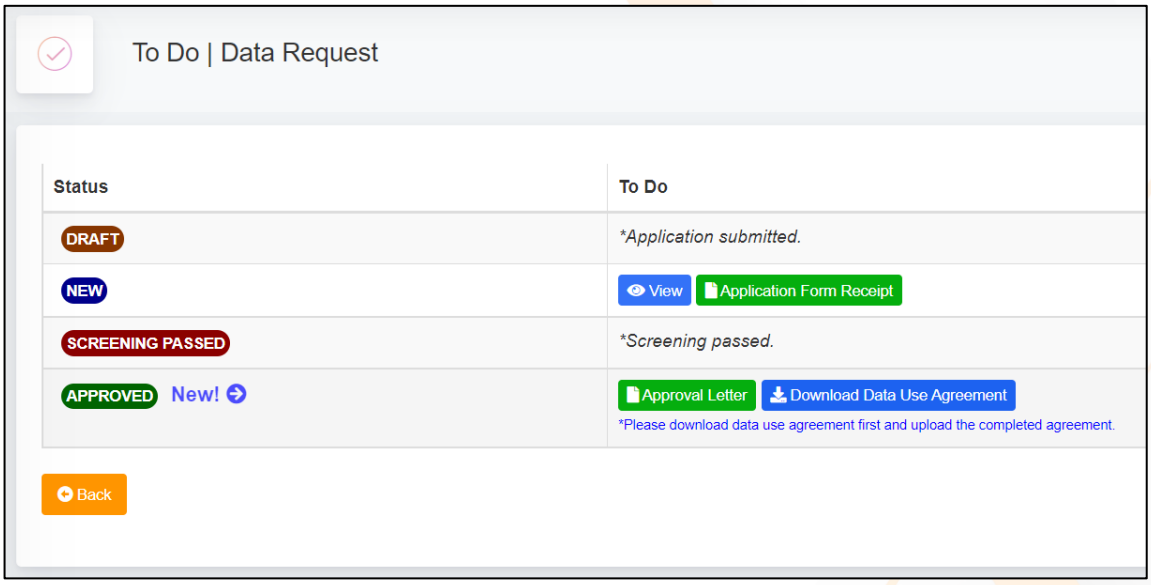
Head of Sector for Biostatistics & Data Repository will sign the data use agreement digitally (auto generated by the system)

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

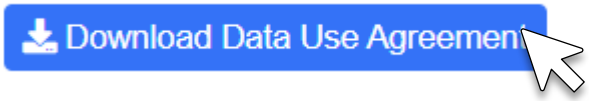
Requester can download the requested data and copy of data use agreement that has been completely signed by both parties (requester and NIH-DaRS).

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.

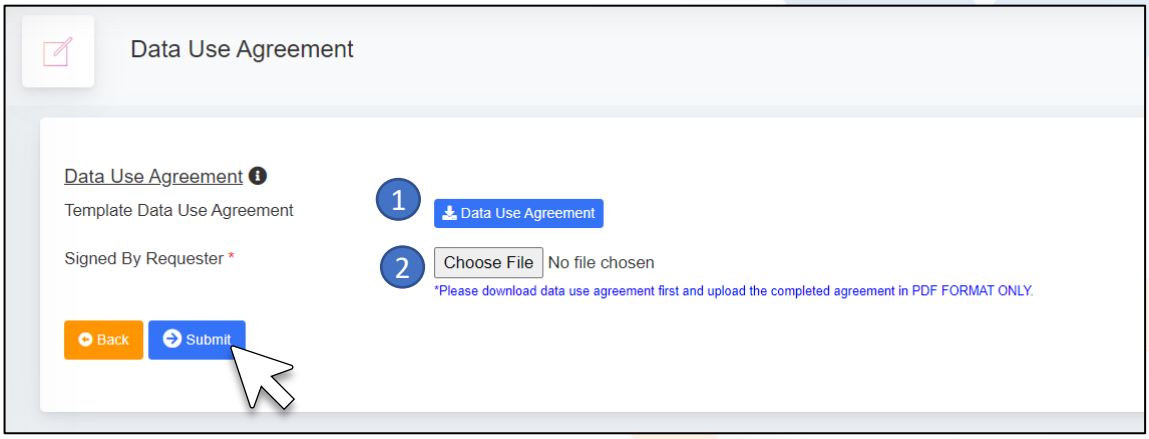
25. When the status of request is APPROVED, click To Do button to view status with action needed.



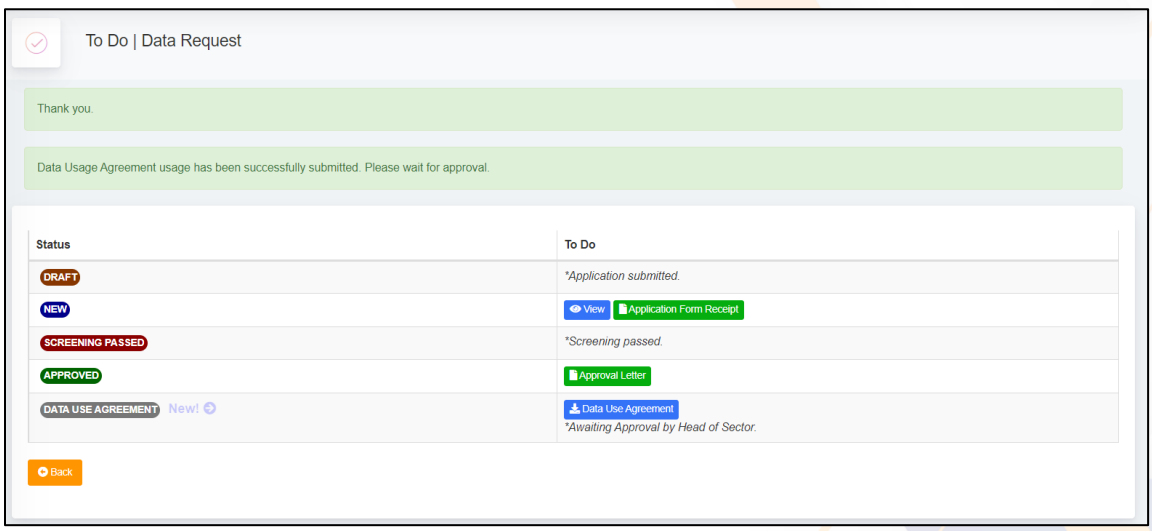
26. Click Download Data Use Agreement button, print and then sign at requester and requester's supervisor / head of department. Please leave the signature section for Head of Sector Biostatistics & Data Repository blank.



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.

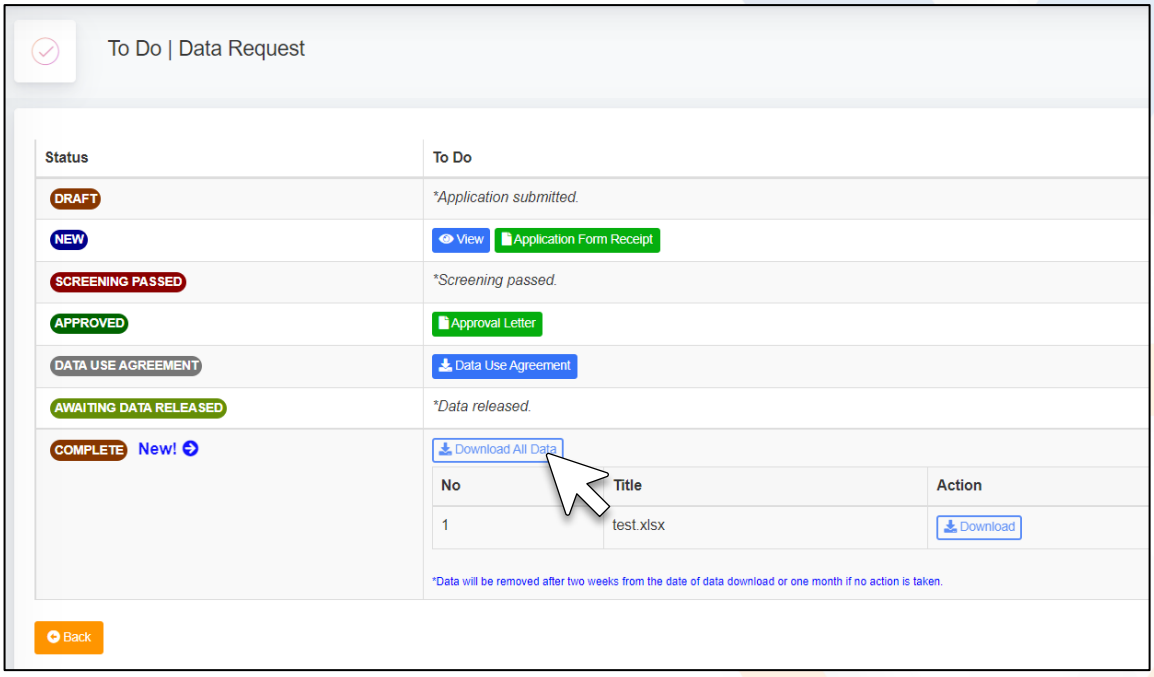


28. Now the status has changed to Data Use Agreement and the application is awaiting the approval of the Head of Sector.

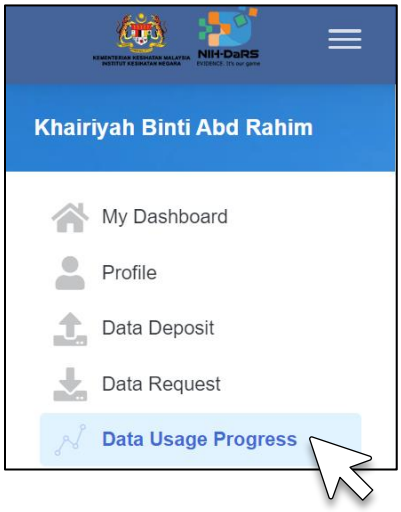


29. When the status of request is COMPLETE, click To Do button to view status with action needed.

30. Please download all the requested data.

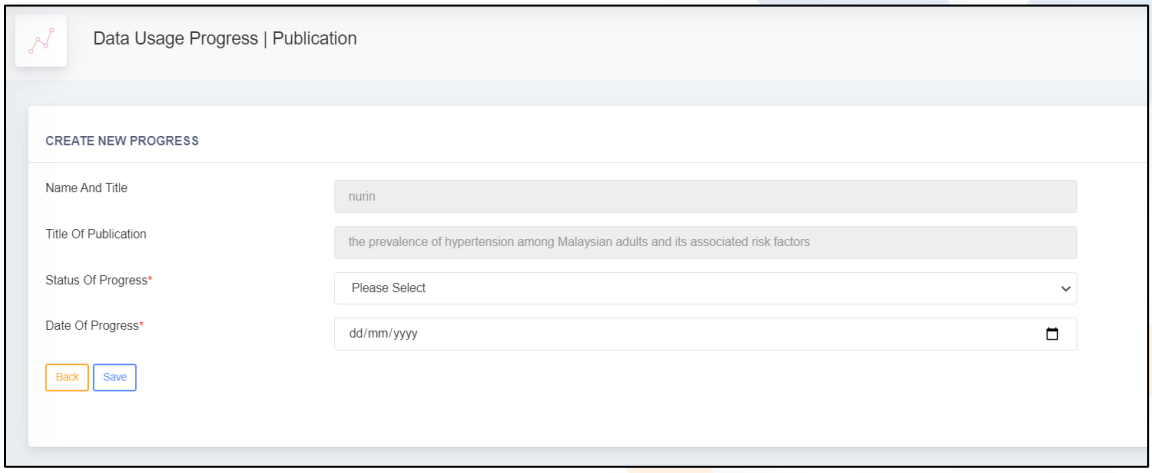


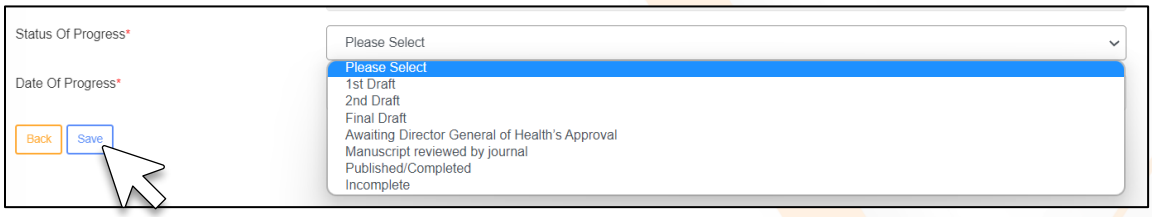
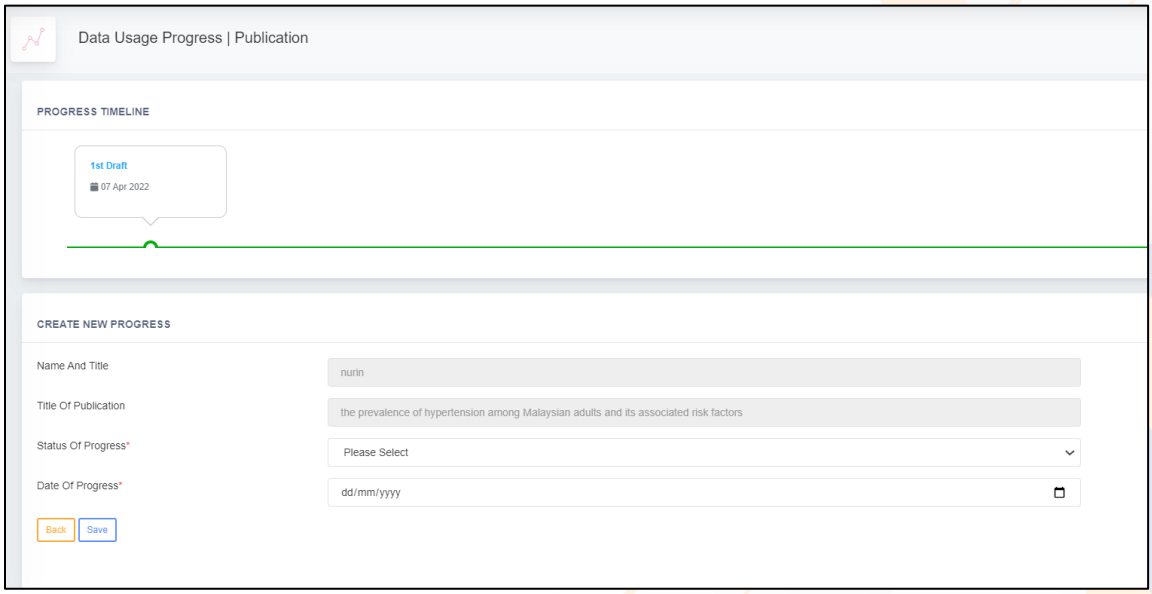
31. Click the Data Usage Progress button in the side bar menu.



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

33. Select Status of Progress and Date of Progress to update status. Click Save to submit progress





34. After save the progress, progress timeline will appear, and Requester can update the next progress in CREATE NEW PROGRESS FORM.