

# Getting Started with the Standards Portal

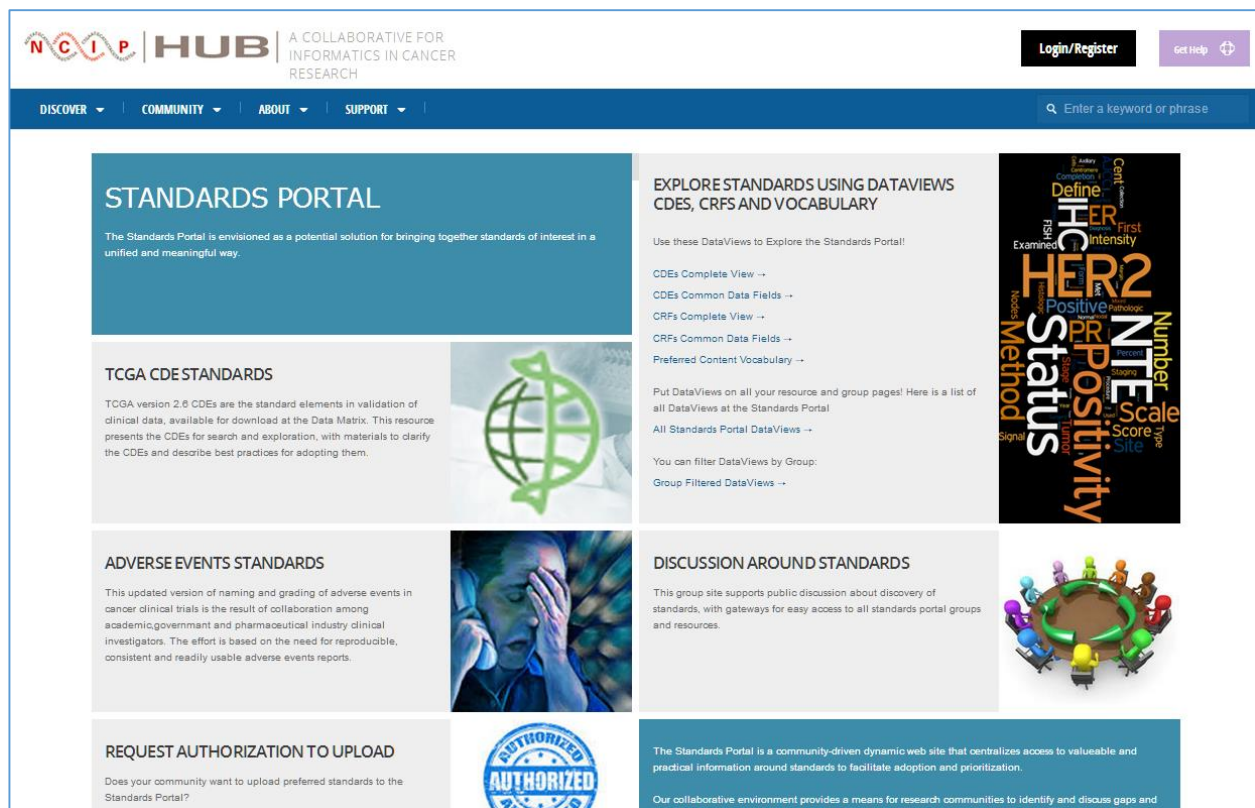
Upload, Discover, and Discuss Standards at the ncipHUB <https://nciphub.org/>

In this document, we will show you how to

- Access the NCI Standards Portal at [https://nciphub.org/portal/nci\\_portal](https://nciphub.org/portal/nci_portal)
- Discover standards for CDEs and CRFs at the Standards Portal
- Create your own customized areas at the Standards Portal for discussion and dissemination of standards
- Upload Common Data Elements (CDEs) and Case Report Forms (CRFs) from the NCI Cancer Data Standards Registry and Repository (caDSR) at <https://wiki.nci.nih.gov/display/caDSR> to the Standards Portal at ncipHUB

## The Standards Portal Home Page

To reach the Standards Portal home page, go to [https://nciphub.org/portal/nci\\_portal](https://nciphub.org/portal/nci_portal). You will be taken to the Standards Portal home page.



Some of the features of the Standards Portal will require you to register at ncipHUB. You can register by clicking on the Register button at the top right of the home page <https://nciphub.org/> and following the instructions.

## Discover Standards at the Standards Portal

## EXPLORE STANDARDS USING DATAVIEWS CDES, CRFS AND VOCABULARY

Use these DataViews to Explore the Standards Portal!

CDEs Complete View →

CDEs Common Data Fields →

CRFs Complete View →

CRFs Common Data Fields →


Preferred Content Vocabulary →

Put DataViews on all your resource and group pages! Here is a list of all DataViews at the Standards Portal

All Standards Portal DataViews →

You can filter DataViews by Group:

Group Filtered DataViews →



You can browse, search, explore, drill-down and download standards at the Standards Portal through DataViews. The Portal offers standards exploration for CDEs and CRFs that have been uploaded from caDSR by communities at the Hub using the “Upload” feature.

DataViews also provide direct links back to caDSR and the Term Browser, so you can easily find CDEs, CRFs and Terminology of interest using DataViews, then click the links to go directly to the NCI source

standard. A “Complete View” fields for CDEs and CRFs is available for searching and browsing all available data, and a “common data fields” view is available for browsing the essential fields.

The Vocabulary DataView contains all terminology referenced by CDEs and CRFs that have been uploaded to the Standards Portal.

Examples of the CDE, CRF and Vocabulary DataViews are shown below. You can sort any DataView column by clicking the up/down arrow by the column header. Click the column search box for a complete list of unique values in that column. Hover over the column search box to find out how to filter and explore.

[Download](#)
[Fullscreen](#)
[Clear Filters](#)
[No Wrap](#)

| Public ID | Version | Data Element Concept Data        | Long Name   | CDE Browser URL                   | Preferred Name          | Preferred Definition  | Workflow Status | Common Terminology Criteria Name |
|-----------|---------|----------------------------------|---|-----------------------------------|-------------------------|---|-----------------|----------------------------------|
| 323       | 3       | <a href="#">View DE Concepts</a> | Common Toxicity Criteria Adverse Event Term Type                            | <a href="#">Go to CDE Browser</a> | CTC_AE_TRM_TP           | the medical description of t...   | RELEASED        | CTC                              |
| 2004106   | 3       | <a href="#">View DE Concepts</a> | Dose Limiting Toxicity Ind  | <a href="#">Go to CDE Browser</a> | DOSE_LIMIT_TOX_IND      | Indication (Y or N) of an Ad...   | RELEASED        | CCR                              |
| 2201188   | 1       | <a href="#">View DE Concepts</a> | Common Toxicity Criteria Adverse Event Reporting Grade                      | <a href="#">Go to CDE Browser</a> | CTC_AE_REP_GD           | a numeric code to describe ...  | RELEASED        | CTC                              |
| 2552398   | 1       | <a href="#">View DE Concepts</a> | Patient Toxicity Hospitalization Indicator                                  | <a href="#">Go to CDE Browser</a> | PT_TOX_HOSP_IND         | Text description of the severity of an adverse event using the protocol-specified version defined for the Common Terminology Criteria |                 | caB1                             |
| 3086388   | 1       | <a href="#">View DE Concepts</a> | Positive Finding Lymph Node Hematoxylin and Eosin Staining Microscopy Count | <a href="#">Go to CDE Browser</a> | 3086386v1.0:2182209v1.0 | Nur...  |                 | caB1                             |

[Public ID](#)
[Version](#)
[Data Element Co](#)

[CDE Browser URL](#)
[Preferred Name](#)
[Pr](#)

[Show 5 entries](#)
[First](#)
[Previous](#)
[1](#)
[2](#)
[Next](#)
[Last](#)

### Standards Portal CRFs Complete View

Show 10 entries

| Id | Long Name                                  | Definition  | Context | Protocol                    | Word Stat |
|----|--|---|---------|-----------------------------|-----------|
| 1  | Adverse Event/Serious Adverse Event CTC... | The collection of CDEs used in the Adverse Events...    | caBIG   | NCI Standard Template Forms | RELE      |
| 2  | Adverse Event/Serious Adverse Event CTC... | The collection of CDEs used in the Adverse Events...    | caBIG   | NCI Standard Template Forms | RELE      |
| 3  | NCI Standard Eligibility Template          | The collection of CDEs used in the eligibility modul... | NCIP    | NCI Standard Template Forms | DRAF      |
| 4  | Demography NCI Standard Template           | The collection of CD                                    |         | dard Template Forms         | RELE      |

Show 10 entries Showing 1 to

**Full Text**

The collection of CDEs used in the eligibility module. The purpose of the Eligibility CRF module is to establish the outcome of each patient consented and/or screened for the trial, as appropriate.

### Standards Portal Preferred Content Vocabulary

Show 10 entries

| Concept Id | Preferred Name | Long Name  | Definition Source | Origin        | EVS Source       | Term Browser Link                  | Represent  |
|------------|----------------|------------|-------------------|---------------|------------------|------------------------------------|------------|
| 2202276    | C20985         | Ablation   | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3225697, 3 |
| 2202287    | C25488         | Dose       | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3232896, 3 |
| 2202289    | C25407         | Address    | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3203074    |
| 2202290    | C12745         | Lymph Node | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3151520, 3 |
| 2202300    | C268           | Antigen    | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3151232    |
| 2202301    | C16295         | Antibody   | NCI-GLOSS         | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | -          |
| 2202303    | C16033         | Follow-up  | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3233301    |
| 2202306    | C25207         | Time       | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 2193249, 3 |
| 2202307    | C25446         | Change     | NCI               | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | -          |
| 2202308    | C16342         | Biomarker  | -                 | NCI Thesaurus | NCI_CONCEPT_CODE | <a href="#">Go to Term Browser</a> | 3008700    |

Show 10 entries

Pathologist

Polyp

PSA

Protein

The column search box help you search, select and filter column information. DataView support for numeric data includes : >, <, =, >=, <=, !=, range search, filter by pattern, and select value. DataView support for text data includes: filter by pattern, filter by ignored pattern (i.e. not empty), and select text value from drop down list of text values in that column.

Drill-downs are available for finding more information about the content in many of the columns. Links to caDSR and the Term Browser are also available. When you discover content you are interested in, you can connect back to caDSR or the Term Browser using the content links.

Data can be downloaded from the DataView into a spreadsheet by clicking the Download link in the upper left. If your DataView is filtered, only the filtered data is downloaded.

## Create Group and Resource Pages for Standards Discussion and Dissemination

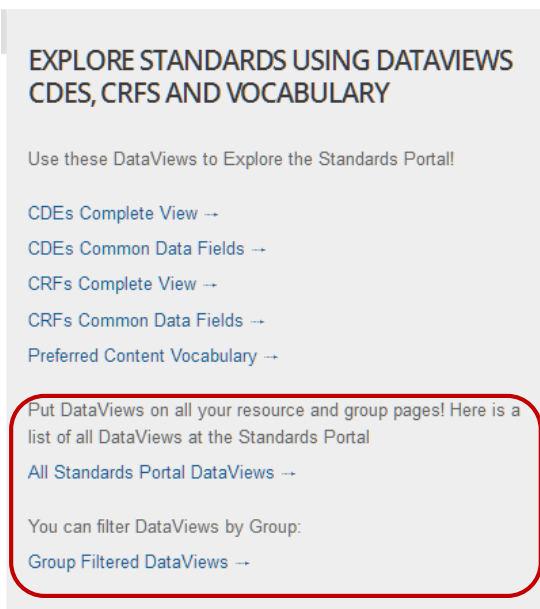
You can create your own customized pages at the Standards Portal for discussion and dissemination of standards. You must be registered to create a group or resource. You must also be registered to be a member of any group. You do not have to be registered to access a resource page, although the creator of the resource may restrict access to certain groups (and then you will have to register and be a member of that group to see the resource).

You can create a Group to discuss standards among members of your community. Find out about groups here <http://nciphub.org/groups>. Go here <https://nciphub.org/groups/new> to create a new group. More information about features of groups can be found here <https://hubzero.org/groups> (click “Need Help?”) and here <https://nciphub.org/kb/groups/general>. Groups use Wiki format for entering text.

You can create a Resource to present and discuss standards. Find out about resources here <https://nciphub.org/resources>. Resources are created through a self-guided process that begins here <https://nciphub.org/resources/new>. Resource pages use HTML for entering text.

You can place DataViews on your group and resource pages so users can explore data directly from your customized area.

Click on the link for All Standards Portal DataViews. There you can choose a DataView for your resource or group page. The Wiki and HTML “code” needed to place the DataView link on your resource or group page is available from the DataView for you to “cut and paste”.



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[All Standards Portal DataViews →](#)

You can filter DataViews by Group:

[Group Filtered DataViews →](#)

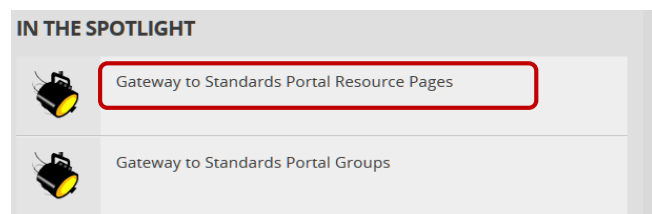


You can also use “filtered” CDE and CRF DataViews for your customized areas. DataViews can be filtered by “upload group”, so that only the TCGA CDEs or only the Adverse Events CDEs are presented for browsing and exploration. Click the Group Filtered DataViews for the link corresponding to a filtered view.



There is a DataView listing all “standards portal” resources at <https://nciphub.org>.

The Gateway to Standards Portal Resource Pages is available at IN THE SPOTLIGHT.



If you want your resource to be part of this DataView, you must add a Standards Portal tag to your resource.



**IN THE SPOTLIGHT**

-  Gateway to Standards Portal Resource Pages
-  Gateway to Standards Portal Groups

| Standards Portal Resource Pages                    |   |                             |            |                                 |  |   |
|--|---|-----------------------------|------------|---------------------------------|--|---|
| Download    Fullscreen    Clear Filters    No-Wrap |   |                             |            |                                 |  |   |
| Show 10 entries                                    |   | First Previous 1 Next Last  |            |                                 | Search:  |   |
| ID   | Resource Name   | Date Created                | View Count | Landing Page Abstract           | Tags   | Authors   |
| 292  | Adverse Events Terminology Standards, Data Elements and Case Report Forms | 2010-04-19                  | 302        | This updated version of nam...  | Standards Portal, CTCAEV3, NCI, Adverse Events, CDE, CRF, CTCAE                                  | Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado                                    |
| 618  | TCGA Portal for Common Data Elements                                      | 2013-08-05                  | 419        | TCGA Common Data Eleme...       | TCGA CDEs DataViews, TCGA, Common Data Elements, CDEs, Standards Portal                          | Ann Christine Catlin, Sumudinie Fernando, Ruwan Egoda Gamage, Denise Warzel, Steven Snyder, Sharon Gaheen |
| 712  | NCI Standard CRFs   | 2013-08-23                  | 268        | Working in conjunction with ... | Forms, CRFs, Standards, Standards Portal   | Denise Warzel   |
| 713  | CPTAC CDE DataViews   | 2013-08-26                  | 175        | CDEs are explored through ...   | Standards Portal, Adverse Events, CDEs, CPTAC, TCGA, CRFs, Data Views                            | Sharon Gaheen   |
| 716  | Standards Portal CDEs Complete View                                       | 2013-09-10                  | 124        | This DataView for the Stand...  | NCI, CDEs, Common Data Elements, DataView, Standards Portal                                      | Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado                                    |
| 718  | Standards Portal CRFs Complete View                                       | 2013-09-10                  | 118        | This DataView for the Stand...  | Standards Portal, NCI, Case Report Forms, CRFs, DataView   | Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado                                    |
| 720  | Standards Portal Preferred Content Vocabulary                             | 2013-09-10                  | 120        | This DataView for the Stand...  | Standards Portal, NCI, Vocabulary, CDEs, CRFs, Common Data Elements, Case Report Forms, DataView | Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado                                    |
| 722  | Standards Portal CDEs Common Data Fields                                  | 2013-09-10                  | 113        | This DataView for the Com...    | Standards Portal, NCI, Common Data Elements, DataView, CDEs                                      | Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado                                    |
| 724  | Standards Portal CRFs Common Data Fields                                  | 2013-09-18                  | 48         | This DataView for the Com...    | DataView, Standards Portal, NCI, CRFs, Case Report Forms   | Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado                                    |
| ID   | Resource Name   | Date Create                 | View C     | Landing Page Abstract           | Tags   | Authors   |
| Show 10 entries                                    |   | Showing 1 to 9 of 9 entries |            |                                 | First Previous 1 Next Last   |   |

| IN THE SPOTLIGHT  |  |
|---|--|
|  | Gateway to Standards Portal Resource Pages |
|  | Gateway to Standards Portal Groups         |

There is a DataView listing all “standards portal” groups at <https://nciphub.org>. The Gateway to Standards Portal Groups is available at IN THE SPOTLIGHT. If you want your group to be part of this DataView, you must add the Standards Portal tag to your group.

The DataView for all standards portal groups presents information for assessing the collaboration and community interaction at the portal. For each group, this DataView presents information for:

- Number of group members and link to group membership page
- Number of visits to the group
- Number of discussions underway and link to group discussion page
- Number of requests in the wish list and link to group wish list page
- Link to wiki articles



| Gateway to the Standards Portal Group Sites                              |      |  |            |                           |                |                              |              |                                  |                    |                               |               |
|--|------|--|------------|---------------------------|----------------|------------------------------|--------------|----------------------------------|--------------------|-------------------------------|---------------|
| <div> Download Fullscreen Clear Filters No-Wrap </div>                   |      |  |            |                           |                |                              |              |                                  |                    |                               |               |
| Show 10 entries <div>First Previous 1 Next Last</div> <div>Search:</div> |      |  |            |                           |                |                              |              |                                  |                    |                               |               |
| ID   | Icon | Group Name   | Created    | Membership Classification | No. of Members | Group Members                | Group Visits | Discussion Forum                 | No. of Discussions | Wish List                     | No. of Wishes |
| ID   | Icon | Group Name   | Created    | Membership Cl.            | No. of Mem.    | Group Membe.                 | Group        | Discussion F.                    | No. of Discuss.    | Wish List                     | No. of V.     |
| 1099   |      | Standards Portal Authorization t...                | 2014-03-05 | Open                      | 2              | <a href="#">Show Members</a> | 68           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1100   |      | <a href="#">TCGA Standards Upload</a>              | 2014-03-06 | Invite Only               | 3              | <a href="#">Show Members</a> | 34           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1101   |      | <a href="#">Adverse Events Standards Uplo...</a>   | 2014-03-06 | Invite Only               | 3              | <a href="#">Show Members</a> | 31           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1102   |      | <a href="#">Eligibility Standards Upload</a>       | 2014-03-06 | Invite Only               | 3              | <a href="#">Show Members</a> | 45           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1103   |      | <a href="#">Demography Standards Upload</a>        | 2014-03-06 | Invite Only               | 3              | <a href="#">Show Members</a> | 13           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1113   |      | <a href="#">The Standards Portal</a>               | 2014-03-12 | Open                      | 3              | <a href="#">Show Members</a> | 21           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1114   |      | <a href="#">TCGA Portal for Common Data ...</a>    | 2014-03-15 | Open                      | 2              | <a href="#">Show Members</a> | 12           | <a href="#">Show Discussions</a> | 0                  | <a href="#">Show Requests</a> |               |
| 1115   |      | <a href="#">Standards Portal Discussion aro...</a> | 2014-03-15 | Open                      | 3              | <a href="#">Show Members</a> | 17           | <a href="#">Show Discussions</a> | 2                  | <a href="#">Show Requests</a> |               |
| 1116   |      | <a href="#">Adverse Events Standards Disc...</a>   | 2014-03-15 | Open                      | 4              | <a href="#">Show</a>         | 17           | <a href="#">Show</a>             | 0                  | <a href="#">Show</a>          |               |

### TCGA CDE STANDARDS

TCGA version 2.6 CDEs are the standard elements in validation of clinical data in the TCGA 2.6 data files, available for download at the Data Matrix. This portal presents the CDEs for search and discovery, with materials to clarify the CDEs and describe best practices for adopting them.

### ADVERSE EVENTS STANDARDS

This updated version of naming and grading of adverse events in cancer clinical trials is the result of collaboration among academic, government and pharmaceutical industry clinical investigators. The effort is based on the need for reproducible, consistent and readily usable adverse events reports.

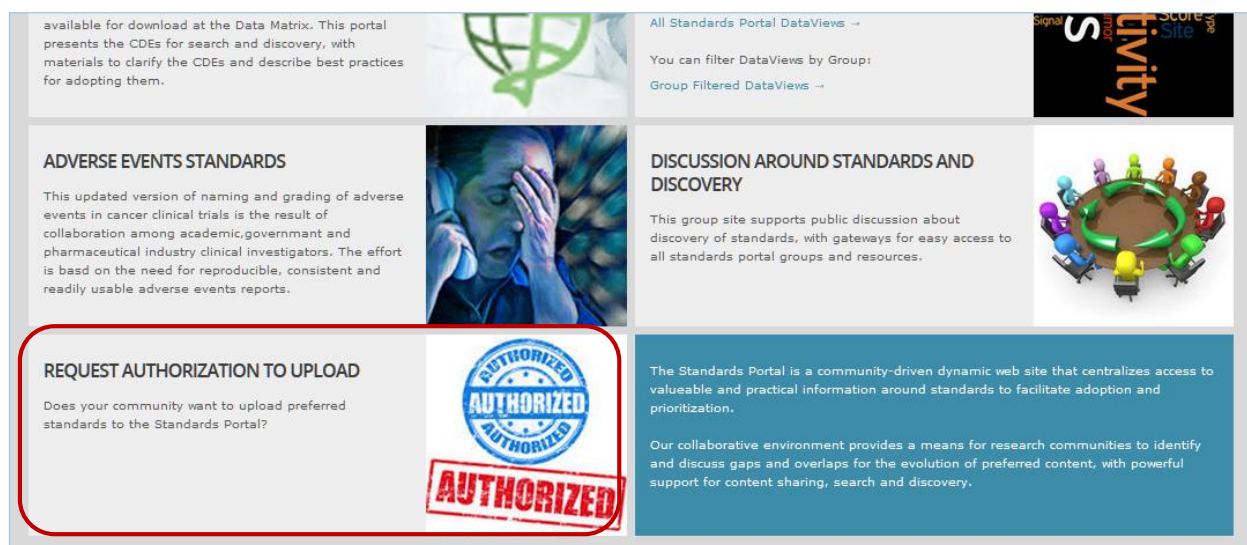
Some resource pages are also available from the Standards Portal Home Page. Click to see the TCGA CDE Standards resource page of the Adverse Events Standards resource page.

At the bottom right of the Standards Portal Home page, you can also see the most recent resource pages created by users at NEW IN RESOURCES. Only resources with the Standards Portal tag are listed there.

## Upload CDEs and CRFs to the Standards Portal

Communities want to upload CDE and CRF standards from caDSR to the Standards Portal for exploration, clarification, discussion, dissemination and evolution. A community must be authorized by the NCI standards portal administrators before they are allowed to upload content.

A special group site <https://nciphub.org/groups/standardsportaluploadauth> has been established at the Standards Portal so administrators can control, manage and track the process of authorizing communities for upload. Any user can request authorization to upload. The authorization group is accessible from the Standards Portal home page.



The process for uploading CDE and CRF standards includes four main steps:


**Step 1:** A community creates a Hub group site for upload starting here <https://nciphub.org/groups/new>. This is where the upload will take place.

**Step 2:** The community's group manager then goes to the NCI standards portal authorization group site <https://nciphub.org/groups/standardsportaluploadauth> to request authorization.

**Step 3:** Authorization is granted by NCI. A customized Wiki template is generated by NCI for the requesting group's upload and this template is sent to the community's group manager.

**Step 4:** The group manager pastes the Wiki template into the private area of the community's group site and uses it to upload the caDSR XML files containing CDE and CRF content.


Users can get to the authorization group site by clicking on REQUEST AUTHORIZATION TO UPLOAD on the Standards Portal home page. Instructions for the authorization process are listed at that group site.



**Standards Portal Authorization to Upload** ▶ Overview

[authorization to upload standards](#)
[standards](#)
[standards portal](#)

**ABOUT THE GROUP**



Does your community want to upload content at the Standards Portal?

Read this document first [Standards Portal Guide to Upload Content](#) for a detailed description of the process (September 25, 2014).

The Standards Portal uses the [Wish List](#) on this page for authorization requests.

**Join Group**

**Overview**

Members

Wiki

Details for Step 1 are listed below. Note that you must be a registered Hub user before you can create a group site at <https://nciphub.org/groups/new>.

Resources

Discussion

Blog

Wish List 4

Projects

Calendar

Announcements

Collections

Discoverability

**Before you make your request for authorization:**

|   |   |
|---|---|
| 1. Create a group site for your upload      | click to <a href="#">create new group</a>   |
| 2. Make your group invite only              | group membership must be <b>invite-only</b>   |
| 3. Add two tags to your group for tracking  | your group must have these tags: <b>Standards Portal</b> and <b>Standards Upload</b>  |
| 4. Add one tag to your group for discovery  | your group should have this tag: <b>Provided by name</b> , where <b>name</b> is the search phrase you want attached to your content.<br>(Example: Provided by Adverse Events) |
| 5. Group manager must request authorization | group manager must return to this page to make the authorization request from the Wish List   |

Make sure you have added the required tags for your group.

You are now ready to request authorization at the Standards Portal authorization group site <https://nciphub.org/groups/standardsportaluploadauth>. First you must click on Join Group to join the authorization group.

You are immediately accepted as a member of this group. You will make your request for authorization here at the Wish List in this group. Details for Step 2 are listed below:

**Request authorization using the [Wish List](#) on this page :**

For your Wish List request:

|   |  |
|---|--|
| 1. Use the <a href="#">Wish List</a> on this page | request authorization from the Wish List on this group page, you can also access the Wish List using the menu to your left |
| 2. Include a link to your group site              | we use your group link to return a customized wiki template to you for the upload.   |
| 3. Include your email address                     | you will receive an email with text to copy to your private group area, the text is the uploader template                  |
| 4. Include the tag "Standards Upload"             | we want to track your request for authorization  |

When you click on the Wish List at the Standards Portal authorization to upload group, you will see other requests to upload, some of which have already been granted.



Standards Portal Authorization to Upload
Wish List
Add a new wish

Prioritized List of Pending Requests (4)

|   |     |         |
|---|-----|---------|
| Request authorization to upload Demography Standards<br>Proposed by <a href="#">Ann Christine Catlin</a> @ 11:19 am on 06 Mar 2014 • 0                              | 0 0 | GRANTED |
| Request authorization to upload Eligibility Standards<br>Proposed by <a href="#">Ann Christine Catlin</a> @ 11:18 am on 06 Mar 2014 • 0                             | 0 0 | GRANTED |
| Adverse Events authorization request to upload content at the NCI Standards Portal<br>Proposed by <a href="#">Ann Christine Catlin</a> @ 7:34 am on 06 Mar 2014 • 0 | 0 0 | GRANTED |
| TCGA would like to upload content at the NCI Standards Portal<br>Proposed by <a href="#">Ann Christine Catlin</a> @ 7:22 am on 06 Mar 2014 • 0                      | 0 0 | GRANTED |

Click on Add a new wish to make your request. You need to be the group manager to make the request. Include the required link and tags in your request.

Ann Christine Catlin
11:18 am
06 Mar 2014
0
0

Request authorization to upload Eligibility Standards  
Request authorization to upload to the group [https://nciphub.org/groups/nci\\_eligibility](https://nciphub.org/groups/nci_eligibility). I am the manager of that group. My email address is [acc@purdue.edu](mailto:acc@purdue.edu).  

Eligibility
standards upload

Move
Make it private
Edit
Report abuse

The NCI administrator will now consider your request:

The next step:

Standards Portal administrators will consider your request and notify you by email when a decision has been made

The NCI standards portal administrator will first mark your request as Granted. This will track authorization requests for the Standards Portal.

Ann Christine Catlin
11:18 am
06 Mar 2014
0
0

Request authorization to upload Eligibility Standards  
Request authorization to upload to the group [https://nciphub.org/groups/nci\\_eligibility](https://nciphub.org/groups/nci_eligibility). I am the manager of that group. My email address is [acc@purdue.edu](mailto:acc@purdue.edu).  

Eligibility
standards upload

Move
Make it private
Edit
Report abuse

GRANTED  
on 15 Mar 2014 by Ann Christine Catlin

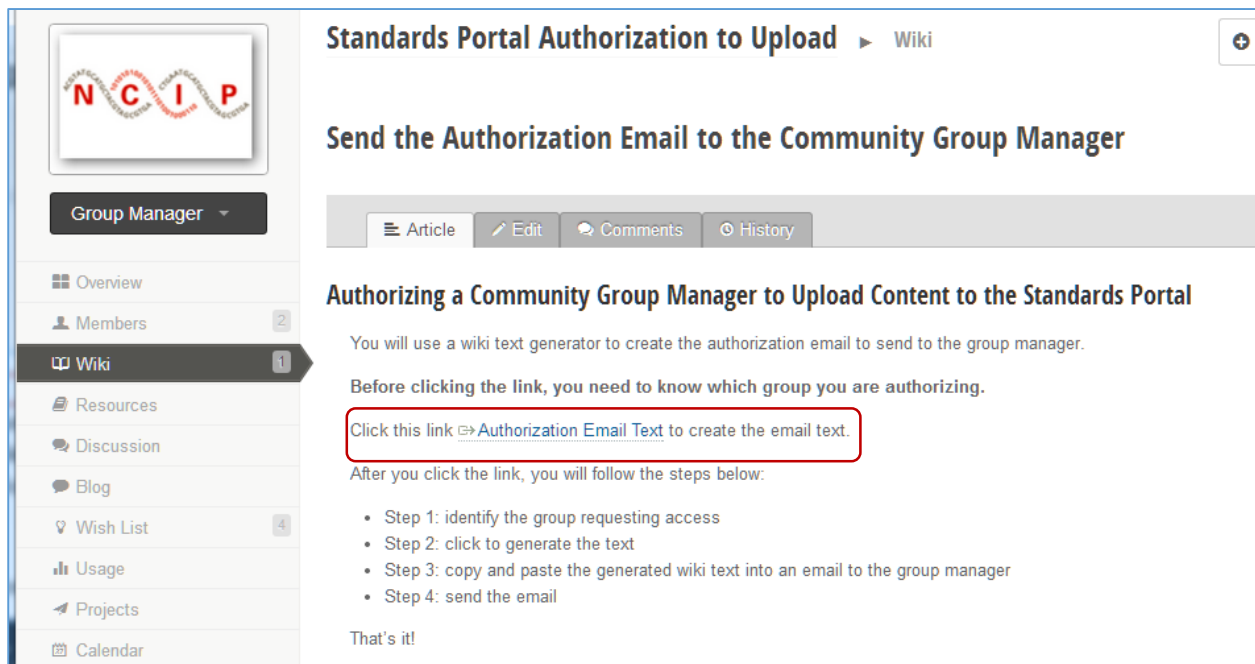
The administrator will then generate and send a Wiki template customized for YOUR group that will allow you to upload your content to the Hub.

### To Authorize

Click on the Wiki for instructions (NCI administrators only)

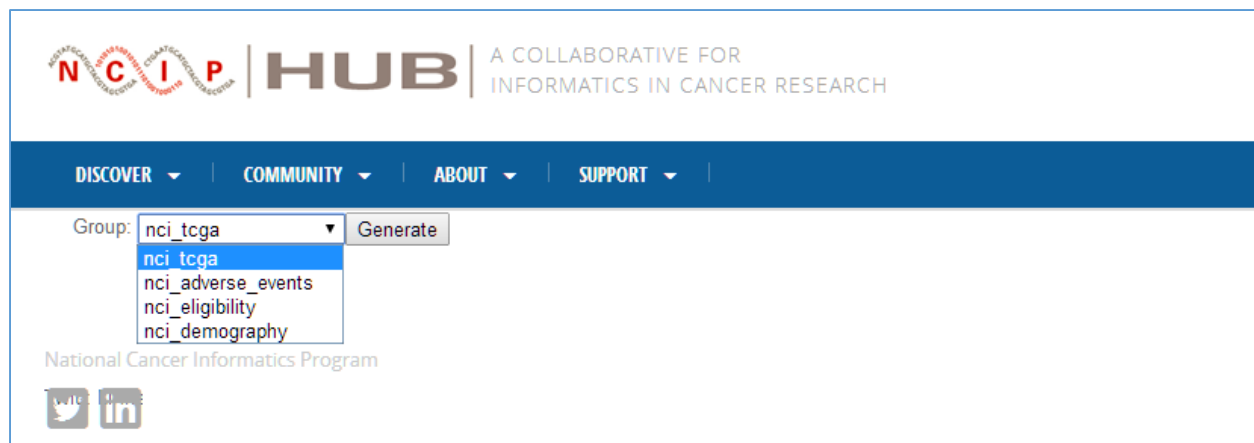
The administrator will click on the Wiki in the left group menu of the Standards Portal authorization group.

Administrators who click on the Wiki menu option will see the page below – it describes how to generate the Wiki template and send it to the group manager requesting authorization. The administrator clicks the link Authorization Email Text.



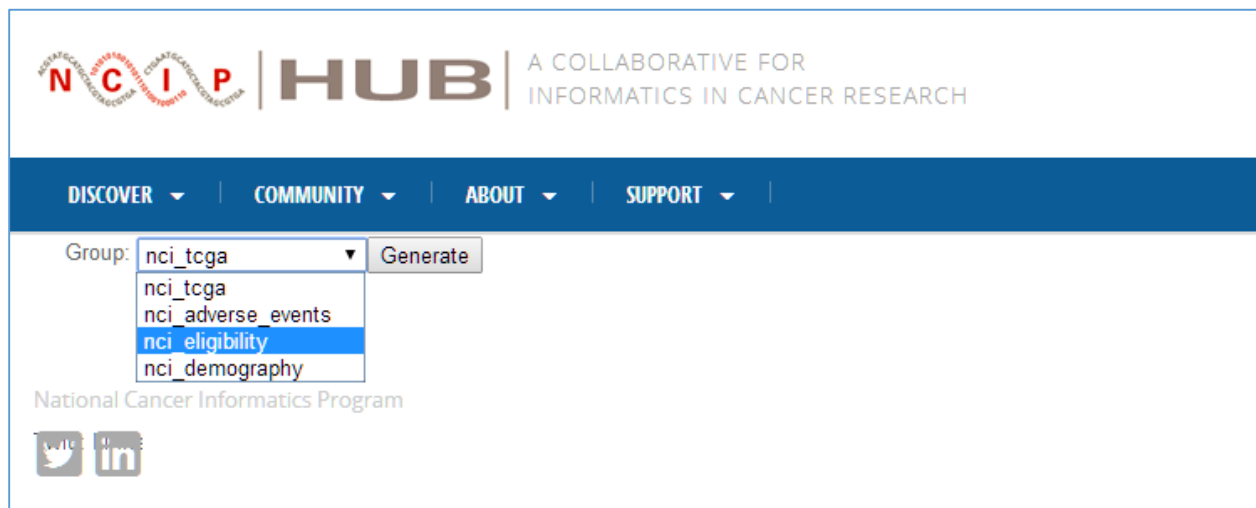
The screenshot shows the 'Standards Portal Authorization to Upload' Wiki page. On the left is a sidebar with a 'Group Manager' dropdown and a menu including Overview, Members, Wiki (selected), Resources, Discussion, Blog, Wish List, Usage, Projects, and Calendar. The main content area has a title 'Standards Portal Authorization to Upload' with a 'Wiki' tab. Below the title is the heading 'Send the Authorization Email to the Community Group Manager'. A toolbar contains 'Article', 'Edit', 'Comments', and 'History' tabs. The main text explains the process of authorizing a group manager to upload content, instructing the user to click a link labeled 'Authorization Email Text' (highlighted with a red box). A list of four steps is provided: 1. identify the group, 2. click to generate text, 3. copy and paste the text into an email, and 4. send the email. The page concludes with 'That's it!'.

The administrator selects the group that will receive the customized the template.

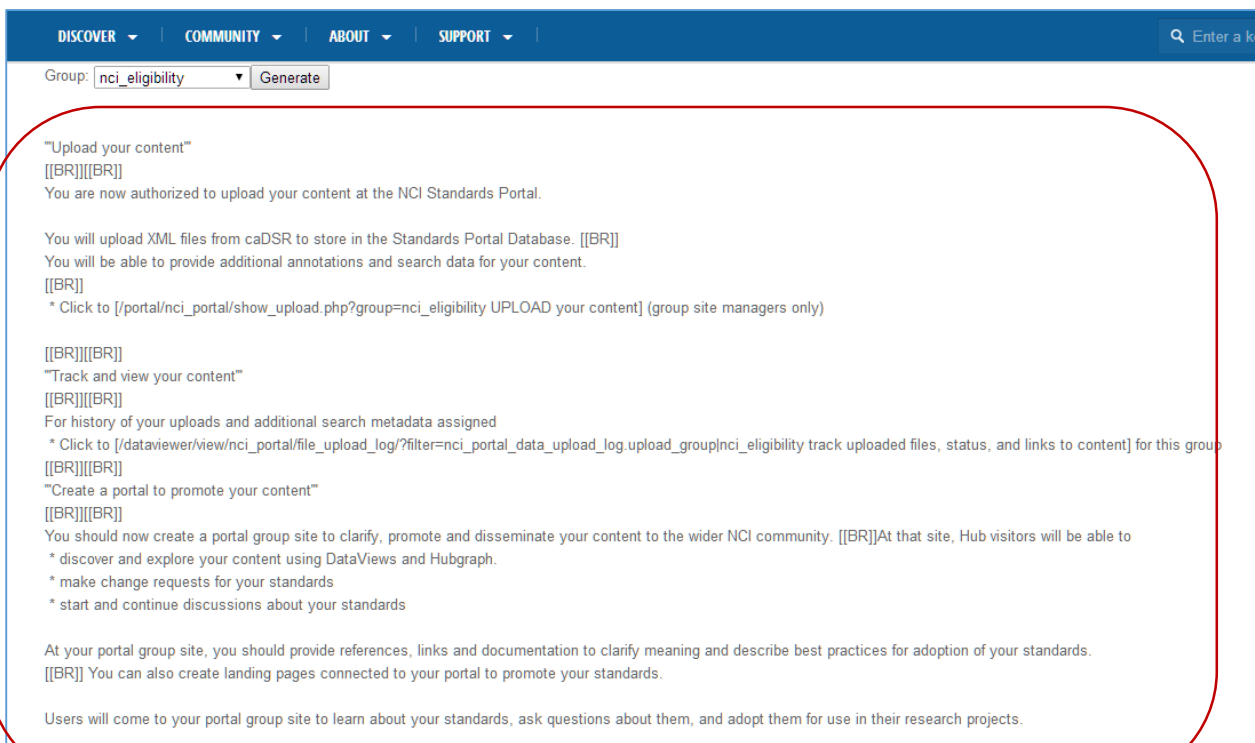


The screenshot shows the NCI HUB website header with the logo and the text 'A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH'. Below the header is a navigation bar with 'DISCOVER', 'COMMUNITY', 'ABOUT', and 'SUPPORT' tabs. The 'Group:' dropdown menu is open, showing a list of groups: 'nci\_tcga' (selected), 'nci\_adverse\_events', 'nci\_eligibility', and 'nci\_demography'. A 'Generate' button is next to the dropdown. At the bottom, the text 'National Cancer Informatics Program' and social media icons for Twitter and LinkedIn are visible.

The administrator then clicks the Generate button. An example Wiki is shown below. The administrator will cut and paste this wiki text (outlined in red) into an Email which will be sent to the group manager.



The screenshot shows the top of the NCI HUB interface. The header includes the NCI logo and the text "HUB | A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH". Below the header is a navigation bar with links: DISCOVER, COMMUNITY, ABOUT, and SUPPORT. The main content area shows a "Group:" label followed by a dropdown menu. The dropdown menu is open, showing four options: nci\_tcga, nci\_adverse\_events, nci\_eligibility (which is highlighted), and nci\_demography. To the right of the dropdown is a "Generate" button. Below the dropdown, the text "National Cancer Informatics Program" is visible, along with social media icons for Twitter and LinkedIn.



The screenshot shows the NCI HUB interface with the "Group:" dropdown set to "nci\_eligibility" and the "Generate" button. The main content area displays a generated Wiki text, which is outlined in red. The text is as follows:

"Upload your content"  
[[BR]][[BR]]  
You are now authorized to upload your content at the NCI Standards Portal.

You will upload XML files from caDSR to store in the Standards Portal Database. [[BR]]  
You will be able to provide additional annotations and search data for your content.  
[[BR]]  
\* Click to [/portal/nci\_portal/show\_upload.php?group=nci\_eligibility UPLOAD your content] (group site managers only)

[[BR]][[BR]]  
"Track and view your content"  
[[BR]][[BR]]  
For history of your uploads and additional search metadata assigned  
\* Click to [/dataviewer/view/nci\_portal/file\_upload\_log/?filter=nci\_portal\_data\_upload\_log.upload\_group(nci\_eligibility track uploaded files, status, and links to content)] for this group  
[[BR]][[BR]]  
"Create a portal to promote your content"  
[[BR]][[BR]]  
You should now create a portal group site to clarify, promote and disseminate your content to the wider NCI community. [[BR]]At that site, Hub visitors will be able to  
\* discover and explore your content using DataViews and Hubgraph.  
\* make change requests for your standards  
\* start and continue discussions about your standards

At your portal group site, you should provide references, links and documentation to clarify meaning and describe best practices for adoption of your standards.  
[[BR]] You can also create landing pages connected to your portal to promote your standards.

Users will come to your portal group site to learn about your standards, ask questions about them, and adopt them for use in their research projects.

The administrator can now send an email to the manager of the group using the email in the Wish List request. The contents of the generated Wiki page should be copied to the email.

The administrator's job is now done.

As the group manager, you must now complete the process for preparing your group to upload content.

An email granting authorization will be sent to you from the NCI administrators. You should check your email to see if an authorization email has been sent. That email will contain the Wiki text you need for your upload group. Click this email to see the the Wiki text that you will **copy and paste to the Private Area of your upload group**.

Paste the Wiki text to the private area of your group.

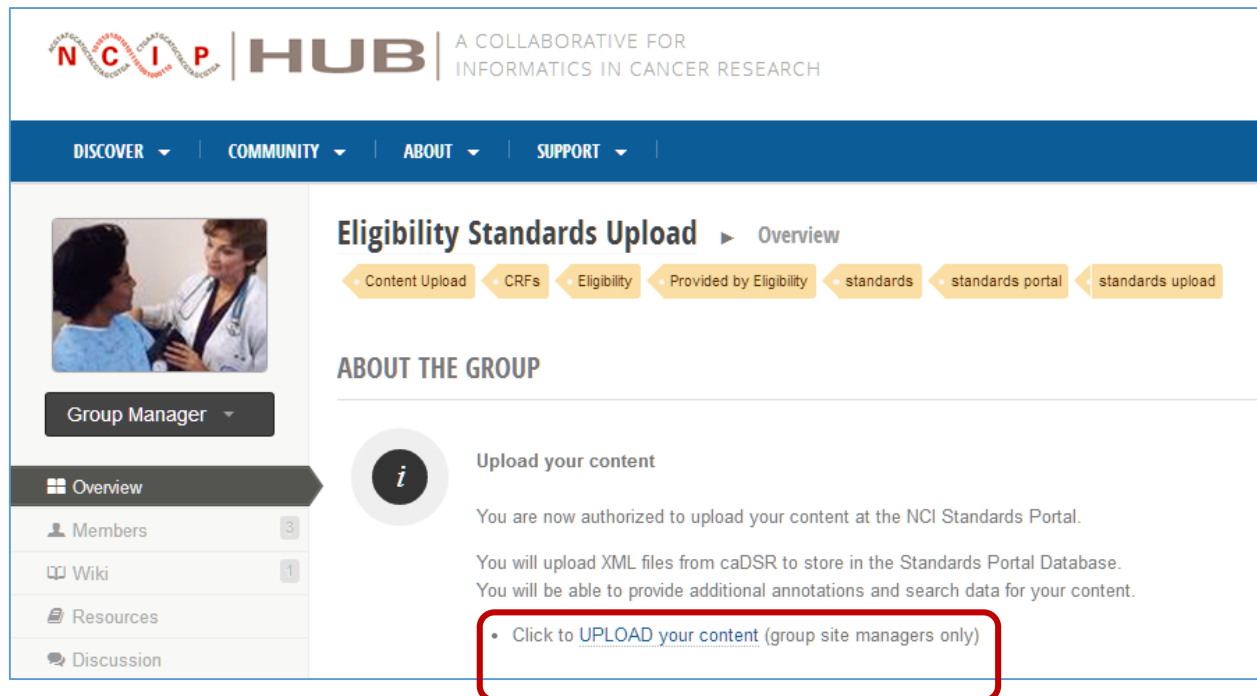
The final set of instructions at Authorization to Upload group

<https://nciphub.org/groups/standardsportaluploadauth> is shown below. You have already accomplished the first step – checking for the authorization email, opening the email, copying/pasting the Wiki text to your group site.

|  |  |
|--|--|
| If authorization is granted:                                     |  |
| 1. You will get an email with a wiki template                    | a wiki template for uploading caDSR XML files at your Standards Portal group site will be sent to you. You will place the wiki template into the private area of your group site. You get to the private area of your group through <b>Edit Group Settings</b> |
| 2. Assemble your data at caDSR and save as XML                   | you need to assemble your CDEs or CRFs at caDSR, and save in XML file format. Only XML format files can be uploaded at the Standards Portal.   |
| 3. Back at your group, click on the UPLOAD link in that template | You will click on the Upload link in the private area of your group site to upload your XM-format caDSR files. You will be able to add extra search tags and annotations to help users at the Standards Portal discover your content.                          |
| 4. You get a log that tracks your upload                         | You will see a log of your uploads and a DataView to browse and explore your uploaded content at the Standards Portal.   |
| 5. You get a DataView link to explore your data                  | Click on the DataViews link to search, explore, filter, drill-down and link your standards.  |

In step 2 above, you need to assemble your content (CDEs, CRFs) at the caDSR repository and save as an XML format file. This XML format file will be uploaded to the Hub Standards Portal.

In this example, you have a CRF for Eligibility to upload at your group site. Click on the Upload link.



You are now ready to upload the XML file containing a CRF for Demography to the Hub.

When you click on the link to UPLOAD your content, you will

- Browse to select your XML file
- Add public annotations and private annotations
- Add extra search tags (used in discovery)
- Click to upload

Note that there are two search tags, Standards Portal and Standards Upload, that are already assigned to your content.



NCI Standards Portal :: Content Upload

### Upload Content Form:

Select File (caDSR XML Format):

Choose File
No file chosen

Private Annotations:

Public Annotations:

Extra Tags:
Standards Portal, Content Upload

Upload

Depending on the size of the XML file, your content may take some time to upload. There is a maximum file size of 100MB imposed by the Hub web server. When the data is loaded to the standards portal database, you will received a success status in the upload tracking log.

### Upload log:

Show 10 entries
First Previous 1 Next Last
Search:

| ID | Data File  | Status                  | File Size [MB] | File Type | Type | Upload Date         | Uploaded By                        | Public Annotations |
|----|--|-------------------------|----------------|-----------|------|---------------------|------------------------------------|--------------------|
| ID | Data File  | Status                  | File Size [..] | File T..  | Type | Upload D..          | Uploaded By                        | Public Annotations |
| 8  | <a href="#">FormCart2_NCI_Standard_Eligibility_Template_08_16_2013.xml</a> | <a href="#">Success</a> | 0.09           | text/xml  | CRF  | 2014-03-18 15:13:42 | <a href="#">Sumudinie fernando</a> | NCI Standard El    |

Show 10 entries
Showing 1 to 1 of 1 entries
First Previous 1 Next Last

You will also receive links for DataViews, so you can immediately view the CRF standard you just uploaded. Scroll to the right to see all the information columns in the DataView.

### Group Data Upload Log

Download
Fullscreen
Clear Filters
No-Wrap

Show 10 entries
First Previous 1 Next Last
Search:

| ID | Data File  | Status                  | File Size [MB] | File Type | Type | Upload Date         | Uploaded By                        | Public Annotations                  | Private Annotations |
|----|--|-------------------------|----------------|-----------|------|---------------------|------------------------------------|-------------------------------------|---------------------|
| ID | Data File  | Status                  | File Size [..] | File T..  | Type | Upload D..          | Uploaded By                        | Public Annotations                  | Private Annotations |
| 8  | <a href="#">FormCart2_NCI_Standard_Eligibility_Template_08_16_2013.xml</a> | <a href="#">Success</a> | 0.09           | text/xml  | CRF  | 2014-03-18 15:13:42 | <a href="#">Sumudinie fernando</a> | NCI Standard Eligibility CRF Vers.. | NCI Standard Eligib |

Show 10 entries
Showing 1 to 1 of 1 entries
First Previous 1 Next Last

Click the link to view your content:

| Standards Portal CRFs Complete View by Selected Group   |                 |                                  |           |         |         |            |              |               |             |                                 |
|---|-----------------|----------------------------------|-----------|---------|---------|------------|--------------|---------------|-------------|---------------------------------|
| <div> Download Fullscreen Clear Filters No-Wrap </div>  |                 |                                  |           |         |         |            |              |               |             |                                 |
| <div> Show 10 entries <div>First Previous 1 Next Last</div> <div>Search:</div> </div>                     |                 |                                  |           |         |         |            |              |               |             |                                 |
| Upload ID   | Upload Group    | File Name                        | Public Id | Version | Context | Created By | Date Created | Date Modified | Modified By | Long Name                       |
| 8   | Upload Group    | File Name                        | Public Id | Version | Context | Created By | Date Crea..  | Date Modif..  | Modified By | Long Name                       |
| 8   | nci_eligibility | FormCart2_NCI_Standard_Eligibi.. | 2960932   | 1.0     | NCIP    | COOPERM    | 2009-11-17   | 0001-01-01    | -           | NCI Standard Eligibility Templa |
| <div> Show 10 entries <div>Showing 1 to 1 of 1 entries</div> <div>First Previous 1 Next Last</div> </div> |                 |                                  |           |         |         |            |              |               |             |                                 |

There are DataView links for viewing the content for each single upload and for all content uploaded by your group. There is also text to copy and paste the DataView URL to a customized resource or group area that you create for discussion, dissemination and clarification of your standards.