

## Initial Data Submission (March 1, 2021)

### By March 1, 2021:

- Create an NDA Hub Collection
- Authorize the ENDCC within your NDA Hub Collection (see 1-pager for instructions)
- Upload Hub data dictionary/codebook that includes both CAB and non-CAB data to the EPINET Community Portal
- Upload Hub Data to Community Portal

## EPINET Community Portal



[Portal.NationalEpinet.org](https://Portal.NationalEpinet.org)

### Secure Password-Protected Portal

Hubs have access to an EPINET Data Upload area within the Community Portal. To request access for additional staff, please email a request to [ENDCC@Westat.com](mailto:ENDCC@Westat.com)

If Hub data are not ready for submission by March 1, please upload test or sample data in the format that you foresee using for future data submissions.

### Biannual Data Submission to NDA

After initial submission, the NDA data submission schedule to the ENDCC will be biannually, **May 1<sup>st</sup>** and **November 1<sup>st</sup>** each year.

Over time, we expect that Hubs will be able to submit data to the ENDCC on a more frequent schedule so that the data in VERDI (EPINET's internal consolidated database) are more quickly updated for use by Hubs.

### Upload Data and/or Data Documentation into the Data Upload Area within the Portal

For your Hub's initial upload, the ENDCC will likely need to clarify data elements and better understand your data collection processes. Your data dictionary and data (or sample data) will help us optimize ongoing data uploads and the harmonization process across Hubs.

Note that NDA Collections will not be accessible to any researcher until 1 year after the completion of each grant. In contrast, the datasets in VERDI will be available to EPINET researchers once we have data submissions from all Hubs.