

Welcome to the ImmPort Study Registration Wizard

🔆 ImmP

The Wizard, or **SRW**, will guide you through the initial upload of your study metadata, protocol(s) and study files

If you have not registered for ImmPort please register and then contact the ImmPort Helpdesk to be assigned a private workspace to upload your data

Registration link: https://immport-user-admin.niai d.nih.gov:8443/registrationuser/ registration

Helpdesk: ImmPort_Helpdesk@immport.o

Study Registration Wizard - SRW

ort /	Williad →	Shared	☆ Analys	is 🔮 Resou	urces			Search www.	٩	Data≁	About -
			1	∦ IM	MP						
				Username or							
			Q	Password							
			confin terms User	ecking the "I n that you hav and condition Agreement fo ase and Analy	ve read an is without or the NIA	nd accept a limitation of ID Immune	all the of the				
				ccept							
			> L	ogin	F	orgot Passi	word?				
			New t	o ImmPort?		🚑 Regi	ster				
				G	or Sign in wit	h Google					

ImmPort registration webpage



SRW Navigation

#1 Mouse-over gray fields for more information

#2 Steps, or breadcrumb trail, indicates where you are in the SRW process

#3 Question marks indicate additional information is available with a mouse-over or click

#4 Light blue boxes provide guidance throughout the SRW

#5 Red asterisk indicates required fields

#6 Gray 'Next' button indicates data is missing

Helpdesk:

rg

ImmPort Helpdesk@immport.o

Study Registration Wizard - SRW



•Exit – asks whether to save and returns to initial SRW webpage

•Save – saves all data

- •Back navigate to previous webpage
- •Next navigate forward



Study Registration Wizard (SRW) home page

#1 Click the field to select the workspace you will be uploading data

#2 Help buttons appear on each webpage and provide useful information and links to assist users with uploading data

#3 Mouse-over fields to see more information or helpful instruction

#4 Your account information





Study Registration Wizard - SRW

#1 Select a Workspace If no option is presented please contact the ImmPort helpdesk to be assigned a workspace

#2 Click **Register Study** to begin the registration and upload process

A pop-up displays information that will be needed to complete the study registration and upload

#3 Studies previously registered via the SRW will appear in the Manage Existing Study Registrations table

#4 Register Study pop-up

#5 Select **Proceed** if you are ready to begin the registration process

	ice or type in Workspace ID / nan	ne to search.					🗙 Reset	#1	
щЭ			Re	egister a New Stud	У				
#2	ster Study button to start	t a new registration							
Register Stu									
				OR					
			Manage E	xisting Study Regi	strations 👭	2			
					strations #	3			
Enter text to search t	t Study Registration's								
Registration ID	Submitter ID	Registration Status	Upload Ticket Number	C Upload Status	Study Accession	Created By	Edit	Delete	Submit for Uple
1576	study_1576	Submitted For Upload	etest_20220228_43460	Completed	SDY3060	etest		🛱 Delete	1 Upload
1582	study_1582	Submitted For Upload	testadmin_20220304_43481	Completed	SDY3065	etest	Jø Edit	1 Delete	1 Upload
						Ite	ems per page: 10 👻	1 – 2 of 2	< < >
#4									
Stu	idy Information								
	To consider the state of the	10	16	1-141-18					
	 Basic Study Metad 	data -Title, Description and other g	on. If you do not have all of the informatio general information about the study study subjects by criteria relevant to the st			urn at a later time.			
ter	 Arm or Cohort - A 								
iter udy	 Study Personnel - 		ment describes how the study is conducted	d.					



Study Registration Wizard - SRW

Basic info

#1 The 11 steps to register a study are displayed at the top of the SRW webpages. **Blue** indicates where you are in the registration process

#2 Basic study information is entered in Step 1A red asterisk indicates required information

#3 Hover your mouse over the for additional guidance

0

#4 The Exit, Save and Next buttons at the bottom of each webpage offer the opportunity to return to the initial SRW webpage, save the work or advance to the next page. Exit – pop-up will ask if you want to save the data

8	Home Page			Study Registration	n ID 1591 fo	or Workspace II	999997			
	00	3	4	5	6	0	8	9	10	1
Basic	c Info Categorization	Condition or Disease	Arm Or Cohort	Inclusion/Exclusion	Personnel	Planned Visit	Protocol	Publications/Study Links Optional	Study Files Optional	Finisl
	User Defined ID/Submitter ID * study_1591			0	Brief Title/Study Titl Eosinophilic E	e * sophagitis Databank (C	oFAR5)		ł	#3
	Should be unique within the select	cted workspace. (Cannot be up	dated in Edit Mode)	10 / 150						42 / 250
	Study Official Title			0	Sponsoring Organia	zation *				0
	Eosinophilic Esophagitis (EoE) D	atabank		39/500	National Institu	ite of Allergy and Infecti	ous Diseases (NIA	ID), National Institute of Diabetes a		136 / 250
	specific type of immune cell, calle and information collected from pa	ed an eosinophil, in the esopha	gus. While there have been	en several large studies of EoE.	very few have focu	used on the roles the im	mune system, gen	is characterized by inflammation etics/heredity, and the environmen Center will serve as the Central L	t in EoE. The samples	a 6 0
	Eosinophilic esophagitis (EoE) is specific type of immune cell, calle	ed an eosinophil, in the esopha	gus. While there have been	en several large studies of EoE.	very few have focu	used on the roles the im	mune system, gen	etics/heredity, and the environmen	t in EoE. The samples aboratory for genetic	5
	Eosinophilic esophagitis (EoE) is specific type of immune cell, calle and information collected from pa characterization studies.	ed an eosinophil, in the esopha articipants will help to identify a egistry in subjects aged 6 mon	gus. While there have been and understand the genetic	en several large studies of EOE, mechanisms underlying eosinop race, gender, or ethnicity with a	very few have focu ohilic esophagitis. biopsy confirmed	used on the roles the im The Cincinnati Childrer EoE. Participants/parer	mune system, gen 's Hospital Medica	etics/heredity, and the environmen	t in <u>EoE</u> . The samples aboratory for genetic	0
	Eosinophilic esophagitis (EQE) is specific type of immune cell, calle and information collected from pa characterization studies.	ed an eosinophil, in the esopha articipants will help to identify a egistry in subjects aged 6 mon amples. The study team will ha Assessments *	gus. While there have be nd understand the genetic the to 65 years old, of any ve access to the participa	en several large studies of EOE, mechanisms underlying eosinop race, gender, or ethnicity with a	ery few have focu ohilic esophagitis. biopsy confirmed nosis information a	used on the roles the im The Cincinnati Childrer EoE. Participants/parer	mune system, gen 's Hospital Medica	elics/heredity, and the environmen I Center will serve as the Central L	t in <u>EoE</u> . The samples aboratory for genetic	5 38 / 4000





Study Registration Wizard - SRW

Private Data Search/Download Upload - Validate - Study Registration Tho ? Study Registration ID 1591 for Workspace ID 999997 C Home Page 3 4 5 8 ß 9 0 **Basic Info** Categorization Condition or Disease Arm Or Cohort Inclusion/Exclusion Personnel Planned Visit Protocol Publications/Study Links Study Files Finish Optional Optional #1 Select one Research Focus/Categorization below. x Atopy/Allergy Autoimmune Cardiovascular system disease Cell Biology Development Immune Response Infection Response Molecular Biology Oncology Pregnancy Preterm Birth Radiation Biology Transplantation Vaccine Response #2 No Research Focus Specified B Save **★** Back Next × Exit

Categorization

#1 Step 2 is a single selection – choose a Research Focus that best aligns with the study being registered

Select *No Research Focus Specified* if none apply

#2 Selection of a ResearchFocus/Categorization is required to advance to the next step.When a selection has been made the **Next** button will be active



Condition or Disease

P 🛞

#1 Step 3 is required. Choose one or more options from the Condition or Disease dropdown

Select Add New Condition or Disease from the dropdown menu if you do not find the appropriate entry

#2 Selection of at least one
Condition or Disease is required
to advance to the next step. The
Next button will be active when
Condition or Disease has been
selected

							Search/Downloa	d Upload - Validate	 Study Registration 	ו Th
🗗 Home P	age		St	udy Registration	ID 1591 fo	r Workspace	ID 999997			
0		3	4	6	6	7	8	9	10	1
Basic Info	Categorization	Condition or Disease #1	Arm Or Cohort	Inclusion/Exclusion	Personnel	Planned Visit	Protocol Pr	ublications/Study Links Optional	Study Files Optional	Fini
		w to search or select a Con d enter a new terms (comm				ate term is not availa	able, select 'Add Ne	w Condition or Disease	e' option from 🛛 🗙	
			. ,							
Condi	tion or Disease							~		
Condi	tion or Disease						x Exit		Back Nex	đ



Arm or Cohort

- #1 Step 4 is required#2 Click Add Arm or Cohort
- #3 In the Add Arm or Cohort pop-up complete the required fields. All studies will have at least one Arm or Cohort
- #4 Hover over the for helpful information about study Arms and which Arm would be appropriate for the Select Type field
- #5 Select Add a new Type if available types are not appropriate
- #6 When information has been entered in each required field the **Add** button will be active. Select **Add** to advance to the next step.





Editing Arm or Cohort

#1 The SRW provides opportunities to Edit and Delete information through separate pop-ups (#2, #3)

#4 Select Update when edits have been completed

#5 Use the buttons at the bottom of the webpage to:

•Exit – asks whether to save and returns user to initial SRW webpage •Save – saves data

•Back – navigate to previous webpage

•Next – navigate forward

	Add Arm or Cohort							
	Enter text to search the A	Arm Or Cohort's						
	User Defined ID	Name	Description	Туре	Edit	#1	Delete	
	arm-cohort_1588_1	Health 1	Healthy subjects	Healthy Control	🖍 Edit		🛍 Delete	
				Items per pag	8. 🔹	1 – 1 of 1	I< < >	>1
					x E)	kit 🖪 Sa	ve Back	Next
-								
							-	
rm Or Coho	rt		#2	nt Delete A	rm Or Cohort		#3	
ort_1588_1	hin the selected workspace. (Cannot be update	ted in Edit Mode)	2 17/100 2	0 Are yo	u sure you wan	t to delete the	e arm or cohort - arm	n-cohort_1588_1?
•			7/126	h Close	Delete			
characters			0					
y Control		- 0	Add a new Type					



Inclusion/Exclusion

#1 Step 5 is required

#2 The **checkbox** can be used to indicate the study has no Inclusion/Exclusion criteria

#3 Click Add Inclusion/Exclusion Criteria as appropriate

#4 In the Add Inclusion/Exclusion Criteria pop-up complete the required fields. The Add button will be active when all required fields have data entered

#5 Select Exit, Save, Back or Next as needed



User Datines ID * cofar5 is-01	
Should be unique within the selected workspace. (Cannot be updated in Edit Mode)	
Criterion * Written informed consent/assent from participant and consent from parent/guardian for minors with agreement for genetic testing	
Criterion Category * Inclusion	



Personnel

- #1 Step 6 is required
- #2 Select Add Personnel

#3 In the **Add Personnel** pop-up complete the required fields.

#4 Hover your mouse over the② for additional guidance

#3

#5 Scroll down to ensure all required fields are entered

#6 The **Add** button will be active when all required fields have data entered

#7 Select Exit, Save, Back or Next as needed

	🕑 Home P	age		Stu	dy Registration	D 1591 fo	r Workspace	ID 9999	97		
	0	0	0	0	0	6	0	8	9	10	
	Basic Info	Categorization	Condition or Disease	Arm Or Cohort	Inclusion/Exclusion	Personnel #1	Planned Visit	Protocol	Publications/Study Links Optional	Study Files Optional	F
		+	all personnel who may be	contacted for more	information about the stu						×
ersonnel	Add	Personnel	۲Z						🗙 Exit 🛛 🖺 Save	H Back	<u>′</u>
Defined ID * ar5_Rothenberg	n the selected work	space. (Cannot be u	odated in Edit Mode)		17/	100					
ND	IT the selected work	space: (Cannot be u	Juared In Edit Modey			0					
orific					071						
nc						20					
Name * C		Rothenberg		MD, PhD	0	20					
		47.40 Rothenberg		40 MD, PhD	7/40						
ization * innati Children's H	ospital Medical Cer	nter			,	2					
					45 /	125					
* c.rothenberg@cch	mc.org				25/	0					
Study *						2					
cipal Investigator					22 /						
					- 0						
e In Study *						_	#				
e In Study [★] ncipal Investigator							п	5			



Planned Visit

#1 Step 7 is required

#2 Click the **checkbox** if planned visits is not applicable to the study

#3 In the Add Planned Visit pop-up complete the required fields.

0

#4 Hover your mouse over the for additional guidance

#5 The **Add** button will be active when all required fields have data entered

#6 Select Exit, Save, Back or Next as needed

	Page		Stu	dy Registration I	D 1591 fo	r Workspace	D 99999	97		
0	0	0	0	0	0	0	8	9	10	1
Basic Info	Categorization	Condition or Disease	Arm Or Cohort	Inclusion/Exclusion	Personnel	Planned Visit	Protocol	Publications/Study Links Optional	Study Files Optional	Finis
1						#1				
Р	rovide information ab	oout planned visits or timed	series for your stud	у.					×	
4 2 🗆	Please click here if	f you do not have plann	ed visits or timed	series						
ΠΖ_			cu visits of timeu.	Series .						
Ad	dd Planned Visit	#3					_			
ne							L	🗙 Exit 🕒 Save 🖌	Back Next	
								#6		
ed ID *						Ø		#0		
	he selected workspace	e. (Cannot be updated in E	dit Mode)			9 / 100				
		and the second second second second second second second	the second s							
ig and sample co	llection				#	4 0	The	SRW sunne	orts ad	dir
ig and sample col	llection				#			SRW suppo		
	llection				#	4 .	more	e planned v	/isits, e	edit
ig and sample col	llection				#	24 0 31/125 0	more		/isits, e	edi
ig and sample col	liection				#	31/125	more or de	e planned v eleting exis	visits, e ting pl	edi an
ng and sample col	llection				#	24 @ 31/125 @ @	more or de visits	e planned v eleting exis s via a pop-	visits, e ting pl	edi an
ig and sample col	llection				#	24 0 31/125 0	more or de	e planned v eleting exis s via a pop-	visits, e ting pl	edi lan
ng and sample col	llection				#	24 @ 31/125 @ @	more or de visits	e planned v eleting exis s via a pop-	visits, e ting pl	edi [.] an
ig and sample col ber * ay * rt Day	llection				#	24 0 31/125 0 0	more or de visits	e planned v eleting exis s via a pop-	visits, e ting pl	edi [.] an



Protocol

#1 Step 8 is required

#2 If a protocol has been previously uploaded via the SRW it will appear as an option to select, as appropriate. Or...

#3 Select Add New Protocol

#4 Enter data in the required fields (*).

#5 Select the appropriate protocol file to be included with this study

#6 The **Add** will be active when all required data fields have data entered. Click Add

#7 Select Exit, Save, Back or Next

	C Home	Page		Stu	dy Registration I	D 1591 fo	r Workspace	e ID 9999	97		
	0		0	0	0	0	0	8	9	10	1
	Basic Info	Categorization	Condition or Disease	Arm Or Cohort	Inclusion/Exclusion	Personnel	Planned Visit	#1	Publications/Study Links Optional	Study Files Optional	Finish
	#2 🛛	elect an existing proto	col or upload a new proto	icol. Protocols previo	ously uploaded to this wo	rkspace will be	visible in the Selec	ct an Existing	Protocol dropdown.	×	
	Sel	ect an Existing Protoco							~		
Add Protocol					OR	/ AND					_
User Defined D * cofar5_protocol-1 Should be unique within the selected workspan Name * CoFAR Protool	ce A	dd New Protocol	#3						≭ Exit ■ Save	17 ■ Back	Next
Select a single protocol file by clicking on t server. The file name field will be automatic				otocol file to the							
Protocol File Upload * + Choose	#5										
Protocol file have been uploaded suc	coessfully				×						
File Name * cofar5_protocol_1_detailversion.docx					2 38/250						
Type * Clinical					- 0						
Description * Clinical Protocol for the CoFAR study with deta	iled description:	s of assessments, sampli	ng and analyses		2						
Close Add 6					102 / TOND						



Publication/Study Links

#1 Step 9 is optional

#2 Select a date when you anticipate sharing your study

#3 Select Add Publication. Complete appropriate information in the Publication pop-up. The **Add** button will be active when all required fields have data entered. Click Add.

#4 Select Add Study Link and complete required fields. Click Add.

#5 Select Exit, Save, Back or Next as needed

Add PubMed

Title

001

Pages

publication IDs. 25017104

The SRW supports editing Publications and Study Links once the data has been entered and prior to submission

Resic Info Categorization Condition or Disease Arm Or Cohort Inclusion/Exclusion Personnel Planned Visit Protocol Publications/Study Links Study Files Optional Protocol Publications/Study Links Study Files Publication Protocol Publications doptional Protocol Publications Publication Protocol Publications Protocol Publication Protocol Publications Protocol Publication Protocol Publications Prot
Copieral Copieral Copi
This information is optional. × If you have a publication that includes data from this study. Click Add Publication and enter required information. Click Add Study Link to define a website that includes data from this study. Note: Don't forget to reference your immPort study accession within your publication. For more information visit ImmPort Cite When are you anticipating to share/publish this study? Enter a data - immodifyyyy) 6/1/2022 #12 Add Publication: #2 Add Study Link Add Study Link
Erre a data - (entridistryy) Erre a data - (entridistryy) #2 Add Publication #3 Add Study Link #5
6/12022 # #2 Add Publication #3 Add Study Link #5
Add Publication #3
Add Study Link #5
Add Sludy Link #5
Add Study Link #5
on this form will be ando populated by the immifect system. For other types of a finite on this form.
0
AddeStudy Link
Name Name
ClinicalTrials.gov
URL* https://clinicaltrials.gov/ct2/show/NCT01323803
0 5.00
Close Add



Study Files

#1 Step 10 is optional

#2 Select Add Study File if you would like to include additional study data for upload. Additional data can be custom-formatted data files, data dictionaries, case report forms (.txt, .xlsx, .pdf...)

If you have questions about other types of data please contact the ImmPort helpdesk:

ImmPort_Helpdesk@immport.org

#3 Select Exit, Save, Back or Next as needed





Validate & Upload

#1 Step 11 is required to register your study and upload associated files

#2 Select Submit to ImmPort to proceed with submission to ImmPort

#3 Selecting Validate/Upload will place your study and associated files in the queue for Validation. When successfully validated the study will be submitted to ImmPort

Please contact the ImmPort helpdesk if you have questions or feedback you would like to share: ImmPort_Helpdesk@immport.org





Submission Status

#1 The SRW provides information on the Validation and Upload status of the study including:

Definition of Pending, Completed, and Rejected
How to see the new study in

ImmPort

•How to access the Rejected upload ticket for more details about why the upload was rejected

The SRW will send, via email to the email account used in your registration, an upload status message with downloadable reports

Please contact the ImmPort helpdesk if you have questions or feedback you would like to share: ImmPort Helpdesk@immport.org

			Study F	Registration ID	1591 for Works	space ID 999	1997		
and Upload the data for the	Study Registration Wiza	ard package referenced by ID	- 1591 click on the Validate/Upload	button.					
Upload									
I of the study zip package	is completed.								
check the status of and licket number is etest "Upload Status" button Upload Ticket Number I tatus of the upload t nding" - your study is still mpileted" - your study is still	your upload: _20220321_43524.1 on the home page to ink on the home page icket number sh I waiting in the queue registered with ImmF	To access the status of the orcheck the latest status of the to check the status of you hows: a to be processed. Port and you will see the st	email with the status when you he upload ticket number click your upload. The image below sur upload. The image below sho hudy accession in the Study Acc cket Number column get dealin	here. shaws where you w ows where you will f cession column. Th	Il find the "Upload \$ ind the Upload Tick	et Number link o	n the Home Page.		#1
			Re	gister a New Stu	idy				
E Register S			Manage Er	xisting Study Re	gistrations				
study_15				\frown					
Registration ID	Submitter ID	Reparation Station	Upitand Ticket Norther	O Upload Status	Study Assession	Created By	6.01	Delete	Submet for Uphind
1542	study_1542	Completed	testadnin_20220222_43436	Rejected		testadmin	✓ Edit	C Defette	1 Uplond
	study_1556	Submitted For Upload	sextaxtmin_20220222_43425	Completed	5013041	testadmin	✓ Eði	@ Delete	± Optoid
1556	study_1557	Submitted For Upload	initadmin_20220222_43427	Completed	50Y3043	testadesin	1.60	B Centre	2. Optical
1556		Submitted For Upload	untadmin_20220223_43431	Completed	S0Y3047	testadesin	160	I Castoria	A Uplant
	study_1564			1	507309	testadesio	1.242	Circleton .	(A. Oalsier)
1957	study_1564 study_1568	Submitted For Upload	testadmin_20220028_43459	Completed					
1557		Submitted For Upload	metaamer_20220229_43459	Completed	N		ters pë pige 16	• 1-5ar5	10 0 3 31