

EarBase Controlled Access: introductory guide for prospective users

The process for obtaining access to controlled data within EarBase requires completion of several steps, including signatures from institutional officials. The application and approval process may take 6 – 8 weeks. Get started early.

Overview

Follow this link to the Data Access Policies and Procedures homepage

Become familiar with the policies and steps required for data access.

<https://www.facebase.org/policies/>

Use this shortcut to review Controlled-Access Human Data—Policy and Requests

This page provides an overview of the process for obtaining access.

<https://docs.facebase.org/docs/human-data/#gsc.tab=0>

Applying for Access to Controlled Data

In order to access these data, you must follow the process outlined below.:

- [A. Read and complete the Data Use Certificate Agreement \(DUC\)](#)
- [B. Complete the online Data Access Request \(DAR\) form](#)
- [C. Select the Requested Datasets](#)
- [D. Print, sign and submit the DUC and DAR forms](#)
- [E. Await notification](#)
- [F. Create/upload encryption key](#)

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Data Access Approval Process

Three steps:

1. Create a FaceBase User account
2. Complete the Data Use Certificate form
3. Complete the online Data Access Request form
4. Await approval or a revision request

1. FaceBase User Account

Navigate to the FaceBase user account creation tool

<https://www.facebase.org/>

- Click “Sign Up” in top right-hand corner of the page.
- Follow the prompts to log in with Globus and ask to Join the “FaceBase Users” group.

2. Data User Certificate Agreement (DUC)

Navigate to this page, download and complete PDF form

<https://docs.facebase.org/docs/duc/#gsc.tab=0>

Note: you will submit the completed DUC form with the DAR form.

3. Data Access Request form (DAR)

Navigate to this page, read through and follow instructions

<https://docs.facebase.org/docs/dar/#gsc.tab=0>

4. Await approval or request for revision

The Data Access Committee (DAC) will review the submission for accuracy and completion of required documentation. The scientific aims of the application will also be reviewed to ensure responsible usage of the data. Applicants may be contacted to provide additional information, as needed.