

How to Submit a MACS Data/Specimen Request

Draft Concept Submission Form [Concept]

- Bio-repository samples needed?
- New/existing data collection?
- Refer to existing data variables: <http://www.statepi.jhsph.edu/macs/forms.html>



Submit Concept to Robin Huebner (rhuebner@niaid.nih.gov) and Judy Konig (jkonig@jhu.edu) who will send for Working Group [WG] review:

- WGs may include: Aging, Behavior, Biomarkers, Cardiovascular, Clinical Outcomes, Core Labs, Data, Genetics, Liver, Malignancy/Pathology, Metabolic, Neuropsychology, Renal, Viral Immune Pathogenesis



WG sends recommendation to MACS Executive Committee [EC].
(May request clarification or revisions from Investigator first).



Lead Investigator receives letter from EC stating whether approved and any revisions/clarifications requested.

If approved, will receive:

- Readme number (must be used in correspondence about project)
- Material Transfer Agreement [MTA] to complete (if requesting specimens)
- Data Use Agreement [DUA] must be signed
- Assigned co-authors



CAMACS data support & specimen delivery:

- Specimens sent from repository (astrons2@jhu.edu)
- Dataset assigned to programmer (ekeelag1@jhu.edu)
- Analytic support, request as needed (ekeelag1@jhu.edu)



Abstract/paper submissions:

- Co-authors must approve any abstract/paper before submission to conference/journal
- Abstracts/papers must be posted to Forum for EC review two weeks prior to submission. Send to Judy Konig (jkonig@jhu.edu). Please include readme number.



Send copy of accepted abstract/paper and final dataset to CAMACS with appropriate readme number for tracking purposes