Requesting data, images and/or samples using PODIUM

https://podium.bbmri.nl

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1. Introduction

Podium - the sample and data request portal

The BBMRI-NL request portal Podium is the online one-stop-shop to request samples, data and images from national health registries, health databases, image archives and biobanks. Podium was set up to facilitate access for researchers to bio-materials, clinical images, and health data and to allow linkages of data, samples and/or images on subject level across different biobanks and registries in the Netherlands. With the portal, researchers have a single online entry point to request what they need for their research and to track the progress of their request. This will facilitate and stimulate efficient, optimal, and shared use of the available resources within the Netherlands.

1.1 Functional description

Podium offers the following functionality:

● A generic request form supporting two types of requests, i.e. parallel and linked requests:
  a. A parallel request enables the researcher to submit requests to one or multiple organisations simultaneously.
  b. A linked request enables the researcher to request different data types for the same patient/subject from two or more organisations for which the resulting datasets need to be linked by subject and/or sample (e.g. materials from PALGA and data from PHARMO).

● Review of the request by one or more reviewers in a two-step process:
  1) initial check by organisation coordinator, e.g. whether request is filled in correctly and ready to be sent to reviewers.
  2) The actual review of the request by one or more experts (e.g. data access, biobank or privacy committees). Based on the reviewers’ advice, the organisation coordinator will approve or reject the request.
● Tracking of the delivery process: each of the requested data types can be released separately to the researcher.
● The current status of the request is visible throughout the request process.
● Request overview screens that are role-based, where requests can be filtered by status
● User and organisation management, which enables hierarchical access:
  a. The following roles that are involved in handling a request are supported: BBMRI Administrator, Researcher and Organisation roles: administrator, coordinator and reviewer
  b. A BBMRI Administrator can add or remove organisations, and can appoint an organisational admin, who further configures organisation-specific roles
2. Researcher: request samples, images, and data

This section of the manual will help you with:
- Create a new account (2.0)
- Create a draft request (2.1)
- Create and submit a new request (2.2)
- Revise a request (2.3)

2.0 Create a new account

Go to https://podium.bbmri.nl and click on register a new account button. Fill in the registration form and click on register. You will receive an email to verify your email address. Verify your email address. The BBMRI admin needs to verify your account. You will receive an email when your account is verified by the BBMRI admin, and you are ready to start using podium.

2.1 Create a new draft

After you have logged in, click on the new request button on the top right of the “my requests” screen.

The request form will be shown on the screen. Fill in at least the required fields on the request form and click on the save button to save the draft.
### New Request

**Title**
- RNA expression of patients > 50 with prostate cancer

**Request Details**

* **Request Type: Data**

**Organisation(s):**
- [ ] NL - Raw data
- [ ] NL - TUFs released
- [ ] NL - Other data

**Linked Request:***
- [ ] Yes

**Select criteria:***
- RNA expression of male patients > 50 years with prostate cancer

**Research Proposal:***

**Background:**
- To conduct a new study on treatment outcomes for prostate cancer where we sequence the RNA of male patients with prostate cancer in the group > 50 years.

**Research Questions:**
- Does treatment with medication X leads to better survival in this patient group?
2.2 Create a new request

After you have logged in, click on the **new request button** on the top right of the my requests screen.

The request form will be shown on the screen. Fill in the request form and click on the **submit button**, to submit your request.
2.3 Revise a request

Once an organisation sends the request back to the requester for revision, the requester will be notified that there is a request that needs revision. To do so, login to Podium and go to your “my requests” overview (or click on the link in the revision email you received).

If you have clicked on the link in the revision email you can open the request you need to revise by clicking on the details button on the right side of the screen.

In general you can use the sidebar on the left side of the screen to filter your requests. Click on the in revision button to show only the requests that needs to be revised and select the request that needs to be revised by clicking on the details next to it.
Data, image and samples request portal
3. BBMRI admin: organisation management

3.1 Create organisation(s)

Login as a BBMRI administrator, go to **BBMRI -> organisation Management** in the top menu.
Click on the **create a new organisation** button. Fill in the organisation details and click on **create**.
Fill in all required fields and press Save to create new organisation. Don’t forget to tick the type(s) of request the new organisation can/will handle, and click on create.
Go to the Permissions Tab and add users with the coordinator, administrator and review role to the organisation. A user with the coordinator role will receive the requests for his/her organisation, can validate a request and can send requests for review. The administrator role can manage the roles for their organisation. Someone with a reviewer role can review requests eg. give advice: approve or reject a request.
3.2 Edit organisation

Click on organisation management in the BBMRI menu. Then click on the edit button of the organisation you want to edit, make the required changes on the Organisation Details tab and press the Save button to save your changes or press the Cancel button to cancel your unsaved edits.
3.3 Add user(s) to organisation(s)

Click on Organisation management in the BBMRI menu. Then click on the Edit button of the organisation you want to edit. Go to the Permissions tab, search for a user and select a role for this user. Click on Save to save the users and the roles.
4. BBMRI admin: User management

4.1 Create Users

Click in the BBMRI menu on the user management menu item and click on the create user button, and fill in all the details of the new user. Give the user the correct role and tick the account verified tick box. Click on Save to create the account.
4.2 Activate Users

After a user registers a new account in Podium the BBMRI admin needs to verify the account. In the user management overview click on the edit button for the user that needs to be verified. And tick the account verified tick box and click on save. The account is now verified and active.