**China National Genebank Database（CNGBdb）**

**Data Submission Application Form**

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| 1. CNSA project accession
 | *CNPxxxxxxx* |
| 1. Name of Principal Investigator
 | *First name/ Last name* | *Phone* | *E-mail* |
| 1. Submitter Information
 | *First name/ Last name* | *Phone* | *E-mail* |
| **Note：The Data Submitter should be consistent with the SUBMITTER INFORMATION page of CNSA.** **For more details, please refer to Note 2 and Note 3.** |
| 1. Institute/Country
 | *Submitting organization/Country* |
| 1. Please confirm whether the collection entity or the preservation entity is Foreign entity
 | ○ YES | ○ NO |
| **Note: Foreign entity refer to a foreign organization or an institution formed or actually controlled by a foreign organization or individual.** |
| 1. Data type

(multiple choice) | ○ Gene ○ Protein ○ Metabolomics ○ Clinical trails ○ Images○ Articles and Literature ○ Biomarkers ○ Reference materials○ Public Data from a public database ○ Others   |
| 1. Sample type

(multiple choice) | ○ Animal○ Plant○ Microorganism□ Microorganism□ Human microbiome species (with human genomic reads)□ Human microbiome species (removal of human genomic reads)○ Human and human derived□ Chinese human genetic resource (HGR)□ Non-Chinese human genetic resource  |
| 1. Please confirm whether human genetic resources (HGR) information is involved
 | ○ YES | ○ NO |
| 1. Data access manner
 | ○ PUBLIC | ○ CONTROLLED | ○ PRIVATE |
| **Note: If you select "YES" (HGR information involved) in Item 8 and you permit uses of HGR information by Foreign entity (data submitted as Public Data),** **you shall provide to CNGBdb with** **the MoST’s (China's Ministry of Science and Technology) Human Genetic Resource Administration recordation and record-filing form while putting CNGBdb as the platform/database for sharing HGR information.****If the record-filing form is not provided, your application for Public Data submission will not be accepted by CNGBdb.** |
| 1. 1. Please confirm whether the submitted data is used for publication
 | ○ YES, (YYYY-MM)If YES, please give the estimated publication time: *YYYY-MM.* | ○ NO |
| * 1. Please confirm whether you need to transfer data to other databases (e.g. NCBI/EBI/SRA) (This service can only provide to “PUBLIC DATA”)
 | ○ YES,:  If YES, please give the name of databases. | ○ NO |
| 1. Recordation
 | ○ Recordation for Clinical Trials (No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, please provide with record-filing form)○ Recordation for permitting uses of data by Foreign entities (No.:\_\_\_\_\_\_\_ \_\_\_\_\_\_\_, please provide with record-filing form)○ Unacquired any recordation○ No need for any recordation procedure |
| **In signing this application form, the Data Submitter guarantee and warrant that,**1. Have carefully read and agree to abide by the terms and conditions outlined in CNGBdb policies and guidelines (including but not limited to "**Terms and Conditions**", "**Privacy and Security Policy**", "**Data Submission Guide**", "**User Instructions**" and "**Sample and Data Sharing Principle**"). We may revise the above policies and guidelines from time to time, and by continuing to access or use the services of CNGBdb after those changes become effective, you agreed to be bounded by the revised CNGBdb policies and guidelines.
2. All information (including but not limited to the given information and submitted data) involved in this data submission application and any documents/materials sent to CNGBdb have been strictly personal reviewed to ensure their authenticity and accuracy.
3. Have obtained the full authorization from the data owner and have the right to submit and manage the data involved in this data submission to CNGBdb. There are no disputes regarding this submitted data (including but not limited to intellectual property rights and data ownership).
4. **Except for CNGBdb's fault, Data Submitter bear full responsibilities for any actions (including but not limited to submission, release, provision, management, etc.) under the CNGBdb account.**
5. All the activities that he/she and the data owner have carried out or will carry out in response to the submitted data are in accordance with the all applicable laws, regulations, biosafety and bioethics principles of China and other relevant countries/regions.
6. Should the Data Submitter wishes to provide the Controlled Data with Data Applicants (refer to the users who apply for access to Controlled Data), the Data Applicants must complete a separate Controlled Data Application Form for access to the Controlled Data. The Data Submitter and Data Submitter Institution(s) agree not to transfer or disclose the submitted data, in whole or part, or any material derived from the data, to anyone not via CNGBdb. Privately providing Data Applicants with their submitted data has nothing to do with CNGBdb.
7. If any HGR information involves in this application:
8. 1. The Data Submitter and all the collaborator(s) (including but not limited to the affiliation, the collection entity, the preservation entity, etc.) guarantee that the source of the HGR information is legal and that all activities (including but not limited to collection, preservation, utilization, external provision, or open access of HGR information) that they have carried out or will carry out in response to the submitted data should comply with the relevant Administrative regulations on Chinese Human Genetic Resources (including but not limited to “The Regulation of the People's Republic of China on the Administration of Human Genetic Resources”).
	2. According to the relevant laws and regulations of the People's Republic of China on the administration of Chinese human genetic resources and related policies, Data Submitter and all the collaborator(s) who collect, preserve, utilize, export or open-up HGR information should obtain relevant administrative approvals (such as the administrative license for HGR collection and preservation), and/or recordation for external provision or open-up of HGR information with the MoST (China's Ministry of Science and Technology). If the recordation for external provision or open-up of HGR information is terminated or revoked by the MoST, the Data Submitter will immediately notify CNGBdb (datasubs@cngb.org) on the day of termination. CNGBdb has the right to take corresponding measures (including but not limited to immediately suspend the service, terminate the service or delete the corresponding information, etc.) when receiving the notice or discovering the aforementioned situation through other ways;
	3. The provision of HGR information to Foreign Parties or making it available to the general public require a “security review” organized by the MoST, if it may affect public health, national security or public interest of China, under the "Regulation of the People's Republic of China on the Administration of Human Genetic Resources".

***I have carefully read, and fully understood and agreed the above commitments by signing this "Data Submission Application Form". In case of violation of the above commitments, laws, and regulations regarding the data, I agree to bear the losses caused to the relevant parties. At the same time, CNGBdb has the right to take actions according to the situation, including but not limited to immediate termination and suspension of service Or deletion of relevant data and information.***Data Submitter (signature):Date (DD-MM-YYYY): / / / |

Note:

1. Please complete this application form and send to bdcro@cngb.org (in DOC/DOCX version and with a signed copy).
2. SUBMITTER page on CNGBdb: <https://db.cngb.org/mycngbdb/submitter/>.
3. This data application form must be signed by the DATA SUBMITTER (“YOU”). If you complete the **Item 3** of this form within Pinyin, you need to add Chinese characters and sign the form with both Chinese characters and Pinyin.

Example:

SUBMITTER page: Pinyin – **Item 3** of this form: Pinyin (Chinese characters) – Signature: Chinese characters (Pinyin).

1. If the actual situation of the submitted data does not match the description in this form, a written explanation should be send to CNGBdb [email: bdcro@cngb.org].
2. The Data Submitter and the Data Submitter Institution(s) will update the **Item 2 “Name of principle investigator”** and/or **Item 3 “submitter information”** to reflect any changes or departures in researchers, collaborators and personnel within 15 working days of the changes made. Otherwise, CNGBdb will not be responsible for any consequences caused by incorrect contact information or not updating in time. This update can be sent by e-mail to this address: bdcro@cngb.org / datasubs@cngb.org.
3. In this form, the term “human genetic resources (HGR)” includes human genetic resources materials and human genetic resources information according to the “Regulation of the People's Republic of China on the Administration of Human Genetic Resources”. The term “HGR materials” means genetic materials such as organs, tissues and cells which contain human genomes, genes and other genetic substances. The term “HGR information” means information materials such as data generated from the utilization of HGR materials.
4. For details, please refer to the Administrative Regulations on Human Genetic Resources of Ministry of China's Ministry of Science and Technology (MoST) (including but not limited to “The Regulation of the People's Republic of China on the Administration of Human Genetic Resources”): https://fuwu.most.gov.cn/html/zxbl/.
5. Data access manner of CNGBdb: Public Data, Controlled Data, and Private Data.
6. Public Data

Public Data refers to data whose data access manner is "public". That is, the metadata and data files associated with the project will be public. Public Data will be open to the world, accepting the free access of users and download by registered users.

1. Controlled Data

Controlled Data refers to data whose data access manner is "controlled". That is, the metadata associated with the project will be public and the data files will be controlled. Users can apply for access to Controlled Data.

1. Private Data

Private Data refers to data whose data access manner is "private". That is, the metadata and data files associated with the project are controlled. Private Data is not accessible, and no access or download application is accepted.