

## Join TOPMed Managed by TOPMed ACC TOPMed Checklist #1

Tasks to Join TOPMed	Completed?
Provide Project/Study Details to ACC	<input type="checkbox"/>
Create TOPMed website account	<input type="checkbox"/>
Appoint study Personnel to Key TOPMed roles	<input type="checkbox"/>
Principal Investigator	<input type="checkbox"/>
Co-Principle Investigator (Co-PIs)	<input type="checkbox"/>
Primary contact (if different from PI)	<input type="checkbox"/>
Administrative assistants (specify for whom) (if any)	<input type="checkbox"/>
First TOPMed Steering Committee representative	<input type="checkbox"/>
Second TOPMed Steering Committee representative	<input type="checkbox"/>
Primary representatives to Publications (P&P) Committee	<input type="checkbox"/>
Secondary representatives to Publication (P&P) Committee	<input type="checkbox"/>
First data set contact Name and Email	<input type="checkbox"/>
Second data set contact name and email	<input type="checkbox"/>
Attend TOPMed Orientation	<input type="checkbox"/>
Present at TOPMed All Hands meeting	<input type="checkbox"/>
Provide publication-related information	<input type="checkbox"/>
Identify a person responsible for communicating with IRC and sequencing centers	<input type="checkbox"/>

## [Register TOPMed Study in dbGaP](#) Checklist #2

[View dbGaP Submission process](#)

Tasks to Register Your TOPMed Study in dbGaP	Completed?
<b>Contact NHLBI Genomic Program Administrator (GPA) to initiate study registration</b>	<input type="checkbox"/>
<b>Obtain <u><a href="#">Institutional Certification</a></u> – study PI with his/her institutional IRB and Signing Official</b>	<input type="checkbox"/>
<b>Send Basic Study Information to GPA</b>	
<p>In Part I, under Study name, please use format "NHLBI TOPMed: [your study name]".</p> <p>Part V (Acknowledgment Statement), please include the following TOPMed-specific sentence and optionally your study-specific acknowledgement: "The TOPMed acknowledgement statement can be found at: <a href="https://topmed.nhlbi.nih.gov/acknowledgements">https://topmed.nhlbi.nih.gov/acknowledgements</a>. In addition, please include: [<i>any study-specific acknowledgements for your study</i>]".</p> <p>In Part VI (Original Summary of Study), please include a description of the study design of the original study as well as a clear description of how samples were selected for sequencing in TOPMed.</p>	<input type="checkbox"/>
<b>Data Use Certification – GPA will work with the PIs to create the DUC after receiving Institutional Certification and Basic Study Information from PI. The data use certification agreement is the document that outlines the terms and conditions for secondary use of the data.</b>	<input type="checkbox"/>
<b>Reviews information and approves further submissions</b>	<input type="checkbox"/>
<u><a href="#">Prepare the dbGaP Study Config and Data files</a></u>	<input type="checkbox"/>

## NHLBI Genomic Program Administrators Managed by NHLBI DAC Checklist #3

Tasks for Genomic Program Administrators (GPAs) step	Complete?
Provide institutional certification for genomic data sharing to NHLBI genomic program administrators (GPAs)	<input type="checkbox"/>
Provide completed Data Submission Information (DSI) form to GPAs	<input type="checkbox"/>
Select samples from subjects with consent for dbGaP sharing	<input type="checkbox"/>

## Checklist #4

### Sample Prep and Shipment – Information from IRC

Tasks for Sample Prep and Shipment	Complete?
Receive TOPMed sample IDs from IRC	<input type="checkbox"/>
Assign sample IDs to subjects	<input type="checkbox"/>

### Data Production Managed by Sequencing/Omic Center

Tasks for Data Production	Complete?
Provide sample manifests, requested sample attributes, and any other documentation or material transfer agreements to data production contractors	<input type="checkbox"/>
Finalize study design	<input type="checkbox"/>
Arrange a schedule with NHLBI/contractors for biospecimen shipment to sequencing/omics centers	<input type="checkbox"/>
Ship biospecimens	<input type="checkbox"/>

### Submission to dbGaP and TOPMed by Study/Project

Tasks for submission to dbGaP and TOPMed	Complete?
Items to submit to TOPMed	<input type="checkbox"/>
Study config	<input type="checkbox"/>
Sample-subject mapping	<input type="checkbox"/>
Sample attributes	<input type="checkbox"/>
Subject consent	<input type="checkbox"/>
Subject Phenotypes	<input type="checkbox"/>
For TOPMed Omics, provide additional metadata, including sample attributes and protocol files to dbGaP	<input type="checkbox"/>
Submit any other required files to TOPMed dbGaP accession	<input type="checkbox"/>