LabArchives Instructions for Mount Sinai PI
Foreign Subrecipient Data Access to Comply with NIH NOT-OD-23-182

Mount Sinai is using LabArchives to comply with NIH notice "NIH Final Updated Policy Guidance for Subaward/Consortium Written Agreements NOT-OD-23-182." This notice states that ".. the foreign subrecipient (is) to provide access to copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report, to the primary recipient with a frequency of no less than once per year, in alignment with the timing requirements for Research Performance Progress Report submission. Such access may be entirely electronic."

LabArchives is a web-based application designed for scientists to organize and share their laboratory data with their colleagues, friends, students, or anyone across the world.

Features
- Mount Sinai PI can create notebook(s) for subrecipients and their team members for ongoing use.
- Subrecipients can scan existing notebooks (if paper) and upload to Electronic Lab Notebook (ELN).
- Provide read-only access to templates/custom resources to be used across the project via a separate resource notebook.
- Utilize a notebook for storing agreements.
- Use the Comments feature for contextual communication.

For a PI New to LabArchives
For a PI new to LabArchives, create a notebook and invite a colleague(s) from a foreign subrecipient institution by following the steps below.

Create Account
1. Go to LabArchives and login with your ISMMS Credentials.
2. Within "Create or Activate a new LabArchives account," input your ISMMS email and click "Create New Account."
3. When asked "Do you want to create or activate a new LabArchives account?" click "Yes."
4. You will be brought into your LabArchives account.

Create a Notebook
When you first create a LabArchives account, a notebook named "My Notebook" is created automatically. If you would like to use this notebook for the collaboration, it's recommended to change the name to be more clear. Simply right click on the word "My Notebook" on the left hand side and select "Rename."

In addition, see the "Roles" section.

For PIs Already Using LabArchives
Create a notebook specifically for this collaboration. Follow the steps below to create a new notebook.

Create a Notebook
1. Click the word "Notebooks" on the left hand side.
2. Click the + Icon.
3. Input a name for the notebook and click "Create Notebook."

Share the Notebook
1. While viewing the notebook that you wish to share, click the triple dot menu on the top right and select "Notebook Settings."
2. Select the "User Management" tab.
3. Click "New User" on the top right, input the email address of your collaborator and select "Add User."
   Note: Also in user management you can change someone's role or remove someone's access to the notebook.
4. Your collaborator will receive an email inviting them to LabArchives. They will set up an account and have access to the notebook that was shared. They can upload or input any data that needs to be shared with your team.

Assigning Roles
The Mount Sinai PI, who is the "Notebook Owner" will set up the foreign subrecipient PI as "Administrator." The subrecipient PI or the ISMMS PI can invite other members of the group to access the notebook and add data.

See slide below for information.
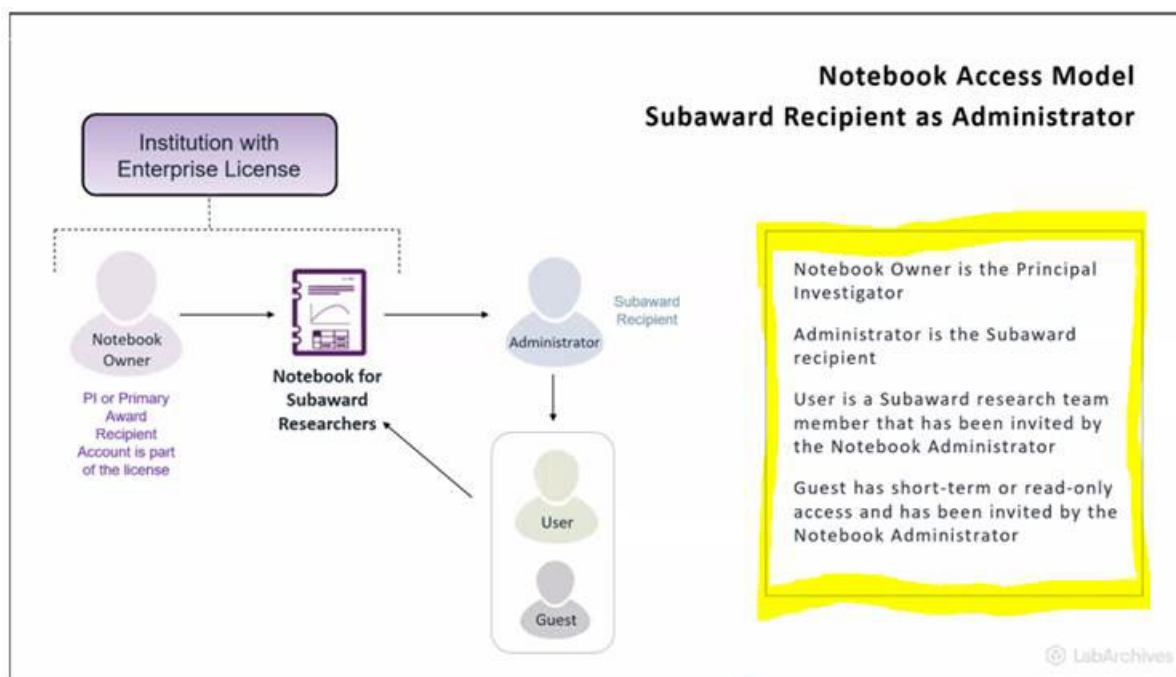
Log in from United Kingdom, European Union, Australia, or New Zealand
Note: If your colleague is located in the United Kingdom, European Union, Australia, or New Zealand, ensure that they login at https://mynotebook.labarchives.com/ If accessing LabArchives from these regions, they may see a prompt to select a server. In order to access the data owned by ISMMS, the user must login to the US server (https://mynotebook.labarchives.com/)

Training and Support
The LabArchives team is available for training. Users are welcome to contact our support team support@labarchives.com for additional assistance.

Instruction Links
- LabArchives ELN Instruction Site and Quick Guides
- Managing Users in a Notebook
- Quick Start Guides for New Users to Research Edition
- Adding Attachments
- Create Entries