



Grants and Contracts Office
 One Gustave L. Levy Place Box 1075
 New York, NY 10029-6574
 Phone: 212.824-8300
 Facsimile: 212.241-3294
 Email: grants@mssm.edu

LabArchives Instructions for 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.”

This document provides technical instructions for the foreign subrecipient for complying with the NIH policy.

Features

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.

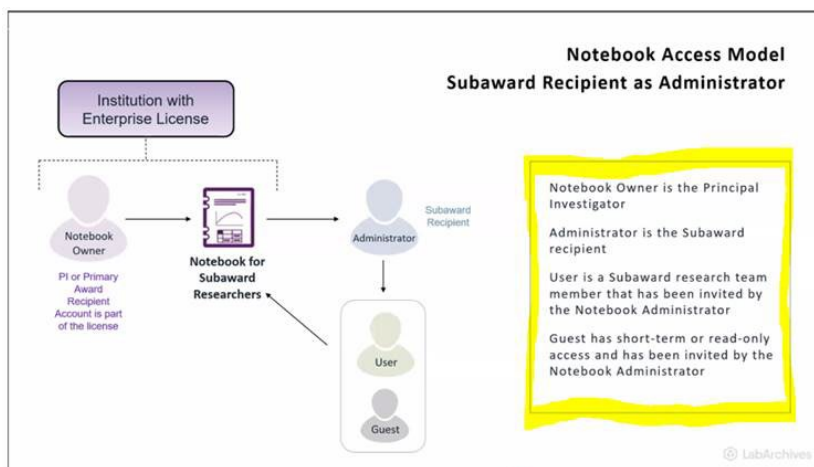
- Mount Sinai PI can create notebook(s) for subrecipients and their team members for ongoing use.
- Subrecipients can scan existing notebooks (if paper) and upload to Electronic Lab Notebook (ELN).
- Provide read-only access to templates/custom resources to be used across the project via a separate resource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

IMPORTANT: Do not upload or otherwise disclose to LabArchives any “personally identifiable information” (PII) or “protected health information” (PHI) as defined by and subject to Health Insurance Portability and Accountability Act (HIPAA), “personal data” as defined by and subject to the EU General Data Protection Regulation (GDPR), or any other data relating to an identified or identifiable natural person that is subject to any other applicable data protection laws, rules, regulations, or legal requirements (collectively, “Personal Data”).

Prior to uploading or otherwise disclosing to the LabArchives any data, documents, or other materials, Subrecipient is solely responsible for ensuring that any Personal Data has been completely redacted or otherwise anonymized such that the uploaded materials contain no Personal Data. Mount Sinai has no responsibility for verifying the legality of the materials that Subrecipient uploads to LabArchives.

Roles Assignment

The Mount Sinai PI, who is the “Notebook Owner” sets 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.



Instructions for Adding Notebooks, Data, and Documentation

The subrecipient PI and team can upload notebooks, data and documentation as specified in the NIH notice above. Please review the [Adding Attachments](#) link and the [Create Entries](#) webpage for additional instructions.

Log in from United Kingdom, European Union, Australia, or New Zealand

If you are located in the United Kingdom, European Union, Australia, or New Zealand, login at <https://mynotebook.labarchives.com/>. If accessing LabArchives from these regions, you 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.