



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 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.”

This document provides technical instructions for creating a LabArchives notebook. For GCO’s guidance document on complying with NIH’s data access requirement for foreign subrecipients, click [here](#).

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.

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."

You and your team must not use LabArchives to combine Mount Sinai data with foreign subrecipient data. The subrecipient data must be stored and maintained in a separate notebook. The creation of LabArchives notebooks for foreign subrecipients is done solely for the purpose of facilitating subrecipients' compliance with the NIH access guidance.

Share the Notebook

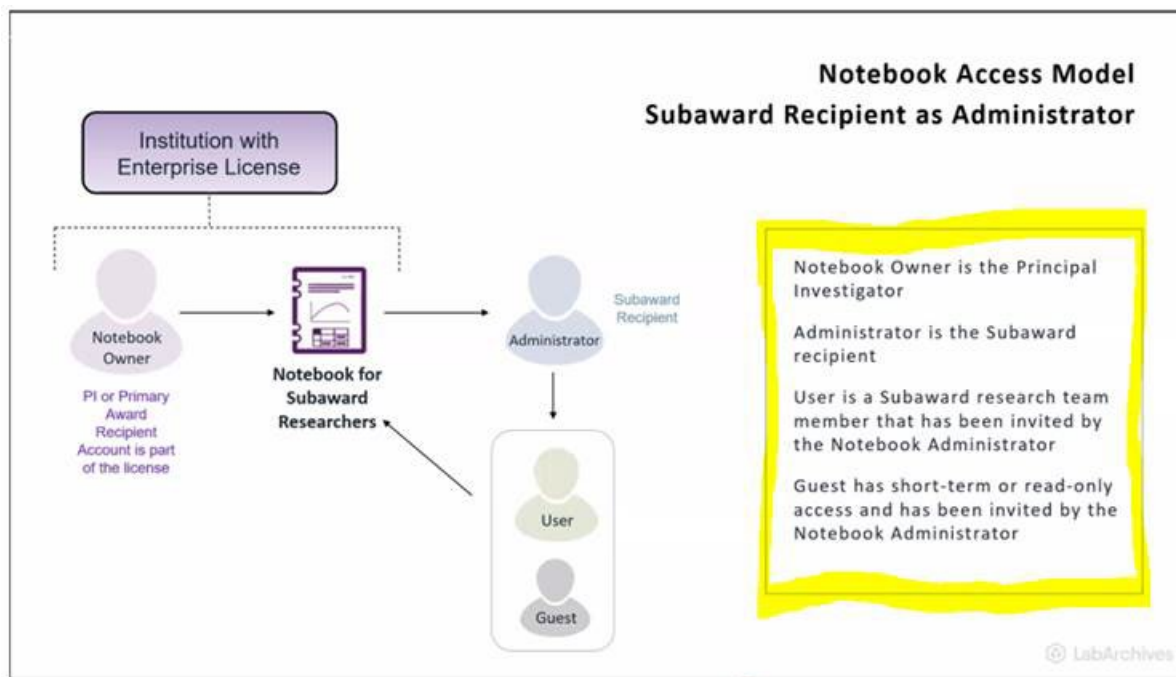
1. While viewing the notebook that you wish to share, click the triple dot menu on the top right and select "Notebook Settings."
2. Select the "User Management" tab.
3. Click "New User" on the top right, input the email address of your collaborator and select "Add User."
Note: Also in user management 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.

Once the foreign subrecipient uploads the lab notebook(s), data, or documentation to LabArchives, Mount Sinai personnel must not download, or transfer, or it otherwise use uploaded materials except in connection with complying with NIH access requests in coordination with the GCO. **Please be reminded that foreign subrecipients must not upload or otherwise disclose to LabArchives any personal identifiable information (PII), protected health information (PHI), "personal data" 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.** If you become aware that any such personal data has been uploaded to LabArchives, you should promptly request that the subrecipient delete any such data. If you have any questions about the use of data on LabArchives, please contact the [GCO](#).

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.

LabArchives Resources

- [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](#)

GCO Resources

- [Complying with NIH's Data Access Requirement for Foreign Subrecipients](#)
- [LabArchives Instructions for Foreign Subrecipient PI](#)