



**Vivli Study Submission Guide**  
**Vivli Platform Version 3.7**  
**24 May 2025**

# 1 Table of Contents

<b><u>1</u></b>	<b><u>SUBMITTING STUDIES ON VIVLI – OVERVIEW</u></b> .....	<b>3</b>
1.1	LOGIN/ACCOUNT SETUP .....	3
1.2	DASHBOARD .....	5
<b><u>2</u></b>	<b><u>STUDY SUBMISSION</u></b> .....	<b>7</b>
2.1	INFORMATION ABOUT YOUR TEAM .....	7
2.2	YOUR ORGANIZATION .....	11
2.3	YOUR STUDY .....	12
2.4	DATA SHARING SETTINGS .....	17
2.5	AGREEMENTS .....	19
<b><u>3</u></b>	<b><u>DATA PACKAGE UPLOAD</u></b> .....	<b>24</b>
3.1	DATA PACKAGE REQUIREMENTS .....	24
3.2	DATA PACKAGE UPLOAD.....	24
<b><u>4</u></b>	<b><u>MANAGING YOUR SUBMISSION</u></b> .....	<b>30</b>
4.1	SUBMISSION STATUS.....	30
4.2	MAKING EDITS .....	31
4.3	WITHDRAWAL .....	31
<b><u>5</u></b>	<b><u>VIEWING YOUR STUDY DETAILS</u></b> .....	<b>32</b>
5.1	USING VIVLI SEARCH.....	32
5.2	STUDY DETAILS.....	33
5.3	STUDY DOCUMENTS.....	33
5.4	ADMINISTRATIVE DETAILS .....	34
5.5	USAGE.....	35
5.6	ADDING RESEARCH TEAM MEMBERS TO YOUR STUDY SUBMISSION .....	36
5.7	INTEGRATING ORCID FOR RESEARCH TEAM MEMBERS .....	36
<b><u>6</u></b>	<b><u>CONTACT THE VIVLI TEAM</u></b> .....	<b>39</b>
6.1	USING THE PLATFORM CHAT .....	39
6.2	E-MAIL VIVLI SUPPORT .....	39

# 1 Submitting Studies on Vivli – Overview



- Vivli is here to make it as efficient and easy as possible to share your completed clinical research human-subject participant-level data and supporting documents. The Vivli team will support you every step of the way. For more information, please see our webpage on [How to Share Data](#).
- Once you have created your Vivli account, you will be prompted to provide information about your study.
- The [Vivli Data Contribution Agreement](#) needs to be read, understood, and signed by the Principal Investigator and an institution official.
- Vivli only accepts anonymized data. Your institution may provide support or Vivli has anonymization vendors who will offer support for this service.
- Once the submission has been accepted by the Vivli team, you will then be able to upload your anonymized data.
- Please note that this process is primarily intended for academic researchers. Please [reach out to Vivli](#), if you are a for-profit organization and want to take advantage of the Vivli platform to share your completed clinical research data.

**This process is for sharing your data on the Vivli platform. If you are interested in requesting data, please submit a Data Request. See our [How To – Requesting Studies](#) on submitting a Data Request.**

## 1.1 Login/Account Setup

- To get started with the Study Submission process, visit <https://search.vivli.org/study-submission>
- If you do not already have a Vivli user account, click the ‘Create Account’ button. To learn more about creating a Vivli account, please review Section 1.0 of our [Vivli User Account Quick Start guide](#).

Home About Members News & Events Resources Find Studies

ENQUIRY QUICK STUDY LOOKUP Sign up Log In

**Vivli**  
CENTER FOR GLOBAL CLINICAL RESEARCH DATA

**Steps to share your data on Vivli:**

- Create an account on Vivli
- Provide information about your study
- Sign the Vivli Data Contribution Agreement
- Upload anonymized data

Vivli is here to make it as efficient and easy as possible to share your human-subject participant level data and supporting documents. The Vivli team will support you every step of the way. For more information, please see our webpage on [How to Share Data](#).

If you have questions, please email us at [support@vivli.org](mailto:support@vivli.org)

As a first step, please create an account or login to the platform.

Create Account Login

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2023 Vivli

- If you are already a Vivli user, click the “Login” button.

Home About Members News & Events Resources Find Studies

ENQUIRY QUICK STUDY LOOKUP Sign up Log In

**Vivli**  
CENTER FOR GLOBAL CLINICAL RESEARCH DATA

**Steps to share your data on Vivli:**

- Create an account on Vivli
- Provide information about your study
- Sign the Vivli Data Contribution Agreement
- Upload anonymized data

Vivli is here to make it as efficient and easy as possible to share your human-subject participant level data and supporting documents. The Vivli team will support you every step of the way. For more information, please see our webpage on [How to Share Data](#).

If you have questions, please email us at [support@vivli.org](mailto:support@vivli.org)

As a first step, please create an account or login to the platform.

Create Account Login

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2023 Vivli

## 1.2 Dashboard

- Once you have logged into the platform, if you have already begun to create submissions, your account dashboard will appear. Your dashboard also contains links to Vivli resources which may be helpful to you in your study submission process

The screenshot shows the Vivli user dashboard for Richard Anderson. The page features a dark blue header with the Vivli logo and navigation links: Home, About, Members, News & Events, Resources, Portals, and Find Studies. Below the header, the user's name 'RICHARD ANDERSON' is displayed. The main content area is titled 'Welcome, Richard Anderson!' and includes a sidebar with 'Dashboard', 'Submissions', and 'Enquiries'. The main content area contains several sections with text and links:

- How to request studies:** For an introduction to how to request studies in the Vivli Platform, click here. [How to request studies](#)
- How-to guides:** For an introduction to the Vivli Platform in general and guides for using the platform, click here. [How-to guides](#)
- Search:** To search for clinical studies and create a new data request, click here. [Search](#)
- My Data Requests:** To complete and submit a request for data that you have already started, click on My Data Requests. [My Data Requests](#)
- Enquiry:** If you cannot find a specific study you need, click on Enquiry to ask about the availability of that clinical study from a Vivli member. [Enquiry](#)
- Share Data:** If you are an academic researcher and want to submit your study to Vivli for archive and subsequent sharing, click here to submit your study. [Share Data](#)
- Contact Support:** If you have any questions, click here or email Vivli Support at [support@vivli.org](mailto:support@vivli.org). [Contact Support](#)

- To submit a new study for sharing, first click the “+ Add Submissions” button on the left panel and then click the blue “Add Submission” button in the upper right corner.

Study Submissions

Draft 6 In Progress 7 Approved/Posted 7 Withdrawn 31

+ Add Submission

Title	Status	NCT ID	Sponsor ID	Created
	Draft			2024-05-28
	Draft			2023-09-01
	Draft			2023-09-01
	Draft	NCT44444444		2023-09-01
	Draft			2023-08-26
Characterization Of Resistance Against Live-attenuated Dlanthoeagenic E. Coll	Draft	NCT02541655	NLS4054.081.15	2023-04-19

- If you do not have any active submissions, the platform will initiate a new draft submission. Click on the “Information About Your Team” tab to begin completing the submission form.

Status: Draft

1. Information About Your Team

2. Your Organization

3. Your Study

4. Data Sharing Settings

5. Agreements

6. Upload Data

History

Chat

Save Submit

- **Note:** This process is to SHARE data on the Vivli platform. If you are interested in requesting data on Vivli please submit a Data Request. See <https://vivli.org/resources/requestdata/> for guidance on requesting data.
- At any time, to navigate back to your dashboard, click on the “Go back” button and the left panel will then display “Dashboard” at the top. Please make sure to click “Save” to save any changes.

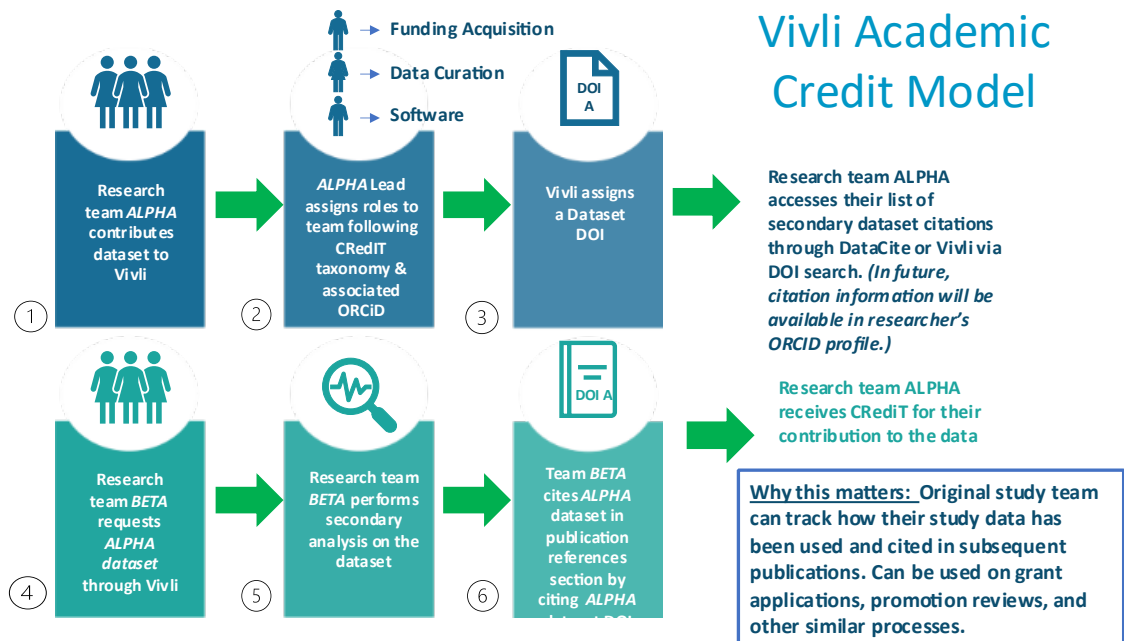


If at any time you are redirected from the Study Submission page within your dashboard, please navigate to <https://search.vivli.org/study-submission> and this will bring you back to the Study Submission page.

## 2 Study Submission

### 2.1 Information About Your Team

The names that you enter using "Add Team Member" will get public recognition for their contributions to the study. You can select one or more CRediT roles - for a list of the available roles and descriptions, click on the Help icon at the top of the field. See the following diagram as to why this is important and then follow the steps in this section to provide your team with CRediT.



- Use the “Add Team Member” button to add all research team members to the study

The screenshot shows the Vivli platform interface. At the top, there is a navigation bar with the Vivli logo and the text 'CENTER FOR GLOBAL CLINICAL RESEARCH DATA'. The main header contains links for Home, About, Members, News & Events, Resources, Portals, and Find Studies. Below this, there is a sub-header with 'ENQUIRY', 'QUICK STUDY LOOKUP', 'MY DATA REQUESTS', and a user profile for 'RICHARD ANDERSON'. The main content area is titled 'A Randomized, Double-Blind, Placebo Controlled, Parallel Group, Multinational Trial, to Assess the Prevention of Thrombotic Events With Ticagrelor Com...' and has a status of 'Draft'. On the left, there is a sidebar with navigation options: 1. Information About Your Team, 2. Your Organization, 3. Your Study, 4. Data Sharing Settings, 5. Agreements, 6. Upload Data, History, and Chat. The main content area is titled 'TELL US ABOUT THE RESEARCH TEAM' and contains the text: 'The names that you enter using "Add Team Member" will get public recognition for their contributions to the study. You can select one or more CRediT roles - for a list of the available roles and descriptions, click on the Help icon at the top of the field.' Below this text are three buttons: 'Add Team Member' (highlighted with a red circle), 'Next Page', and 'Send Invitations to Team Members'. At the bottom of the main content area, there is a note: 'Please note: This submission is for SHARING data on Vivli. If you are interested in requesting data on Vivli please submit a Data Request, see this link for guidance.'

- Complete all required fields:
  - Email Address: Enter the best email address of each research team member
  - ORCID ID: Enter the ORCID ID of each research team member. If a research team member does not have an ORCID ID, remove the team member by clicking the red “X” as this is a required field.

The screenshot shows the Vivli platform interface with the 'Add Team Member' form filled out. The form fields are: Email address (janesmith@edu.org), ORCID ID (0000-1111-0000-0000), Given Name (Jane), Family Name (Smith), ROR Id, and Organization. The CRediT Role(s) dropdown menu is open, showing 'Funding acquisition', 'Project administration', and 'Supervision'. A red circle highlights a red 'X' button in the top right corner of the CRediT Role(s) dropdown menu. Below the form are three buttons: 'Add Team Member', 'Next Page', and 'Send Invitations to Team Members'. At the bottom of the main content area, there is a note: 'Please note: This submission is for SHARING data on Vivli. If you are interested in requesting data on Vivli please submit a Data Request, see this link for guidance.'



- If, at any time, the research team member creates an ORCID ID, the team member may be added back into the research team for your study. (If you have already submitted the study, just ask the Vivli team to add the team member by emailing [support@vivli.org](mailto:support@vivli.org) or by sending a message in chat)
    - Given Name: Enter the given name, or first name, of each research team member
    - Family Name: Enter the family name, or last name, of each research team member
    - CRediT Roles: Select CRediT role(s) for each team member from the list that appears in the dropdown box: Conceptualization, Data curation, Formal analysis, Funding acquisition, Investigation, Methodology, Project administration, Resources, Software, Supervision, Validation, Visualization, Writing – original draft, Writing – review & editing.

The screenshot shows the 'Add Team Member' form in the Vivli platform. The form is titled 'TELL US ABOUT THE RESEARCH TEAM' and includes a note: 'The names that you enter using "Add Team Member" will get public recognition for their contributions to the study. You can select one or more CRediT roles - for a list of the available roles and descriptions, click on the Help icon at the top of the field.' The form fields are: Email address (janesmith@edu.org), ORCID ID (0000-1111-0000-0000), Given Name (Jane), Family Name (Smith), ROR id, and Organization. A dropdown menu for 'CRediT Role(s)' is open, showing a list of roles: Conceptualization, Data curation, Formal analysis, Investigation, Methodology, Resources, Software, Validation, and Visualization. The dropdown is circled in red. The form also has buttons for 'Add Team Member', 'Next Page', and 'Send Invitations to Team Member'. A 'Please note' section at the bottom states: 'This submission is for SHARING data on Vivli. If you are interested in requesting data on Vivli please submit a Data Request, see this link for guidance.'

- For more information regarding CRediT roles, please visit <https://credit.niso.org/>.
    - The following fields are automatically updated from ORCID once the user authorizes with ORCID:
      - ROR Id: Research Organization Registry (ROR) of each research team member’s organization.
      - Organization: The organization of each research team member who is involved in this study
  - Once all fields for the first team member are complete, use the “Add Team Member” button to create additional entries.

Home About Members News & Events Resources Portals Find Studies

ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS RICHARD ANDERSON

< Go Back A Randomized, Double-Blind, Placebo Controlled, Parallel Group, Multinational Trial, to Assess the Prevention of Thrombotic Events With Ticagrelor Com... Withdraw Save Submit

1. Information About Your Team

TELL US ABOUT THE RESEARCH TEAM

The names that you enter using "Add Team Member" will get public recognition for their contributions to the study. You can select one or more CRediT roles - for a list of the available roles and descriptions, click on the Help icon at the top of the field.

Email address: janesmith@edu.org ORCID ID: 0000-1111-0000-0000 CRediT Role(s): Funding acquisition x, Project administration x, Supervision x

Given Name: Jane Family Name: Smith

ROR Id: Organization:

Add Team Member Next Page Send Invitations to Team Members

Please note: This submission is for SHARING data on Vivli. If you are interested in requesting data on Vivli please submit a Data Request, see this link for guidance.

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2024 Vivli

ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS DATA REQUESTER

< Go Back Status: Draft Withdraw Save Submit

1. Information About Your Team

The names that you enter using "Add Team Member" will get public recognition for their contributions to the study. You can select one or more CRediT roles - for a list of the available roles and descriptions, click on the Help icon at the top of the field.

Email address: datarequester.vivli@gmail.com ORCID ID: 0000-1111-0000-0000 CRediT Role(s): Methodology x, Validation x

Given Name: Jane Family Name: Smith

ROR Id: Organization:

Email address: datacontributor2@gmail.com ORCID ID: 0000-0001-6752-5707 CRediT Role(s): Project administration x, Resources x, Software x

Given Name: Kelly Family Name: Sharp

ROR Id: Organization:

Add Team Member Next Page Send Invitations to Team Members

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2024 Vivli

- Click the "Send Invitations to Team Members" button. This email will be sent once the submission is finalized and will prompt Research Team Members to update their [ORCID](#) credits. See [section 5.7, Integrating ORCID for Research Team Members](#)

- Once all team members have been entered and roles have been assigned, hit “Save” and click the “Next Page” button to navigate to the next section.

The screenshot shows the 'Information About Your Team' section of the Vivli platform. The page title is 'A Randomized, Double-Blind, Placebo Controlled, Parallel Group, Multinational Trial, to Assess the Pre...'. The status is 'Draft'. The 'Save' button is highlighted with a red box. The 'Next Page' button is also highlighted with a red box. The form includes fields for Email address (datarequester.vivli@gmail.com), ORCID ID (0000-1111-0000-0000), Given Name, Family Name, Study, ROR ID, and Organization. A 'CRedit Role(s)' dropdown menu is open, showing 'Data curation x', 'Formal analysis x', and 'Methodology x' selected. The 'Next Page' button is highlighted with a red box. The status is 'Draft'.

## 2.2 Your Organization

- Enter the name of the Organization/Institution that will be displayed as the Data Contributor for the study and the number of studies that will be submitted. Please note that each study will need to be submitted separately.
- If you plan to submit more than two studies, use the “Contact Us” button so that we can make the submission process more efficient for you.
- Once these fields are complete, hit “Save” and use the “Next Page” button to navigate to the next section.

The screenshot shows the 'Your Organization' section of the Vivli platform. The page title is 'A Randomized, Double-Blind, Placebo Controlled, Parallel Group, Multinational Trial, to Assess the Pre...'. The status is 'Draft'. The 'Save' button is highlighted with a red box. The 'Next Page' button is also highlighted with a red box. The form includes fields for 'Enter the full name of your organization' (Duke University) and 'How many studies do you expect to submit at this time' (1). A note states: 'If you have more than 2 studies that you want to share at this time, please contact Vivli by emailing [support@vivli.org](mailto:support@vivli.org) as we have other ways to make this process more efficient for you.' The 'Next Page' button is highlighted with a red box. The status is 'Draft'.

## 2.3 Your Study

- If your study is registered on [clinicaltrials.gov](https://clinicaltrials.gov) and **has an NCT ID**, enter the registration ID from [clinicaltrials.gov](https://clinicaltrials.gov). This will automatically populate the Title, Conditions, Interventions, and Phase information from [clinicaltrials.gov](https://clinicaltrials.gov).

The screenshot shows the 'Your Study' form in a draft status. The 'Study is not Listed on ClinicalTrials.gov' checkbox is unchecked, and the 'NCT ID (of the form NCT12345678)' field contains the value 'NCT05773040'. The form is populated with the following information:

Title	A Phase 1 Study of JV-213 Autologous CD79b-targeting Chimeric Antigen Receptor T-cell Therapy in Adults With Relapsed or Refractory B-cell Lymphomas
Conditions	Lymphomas, B-cell Lymphomas
Interventions	JV-213, Leukapheresis
Phase	Phase 1

Below the table, there is a text area for citations: 'Please include citations of any primary manuscripts and include any additional information that may be helpful to a researcher when requesting this data.'

- If your study is not registered on [clinicaltrials.gov](https://clinicaltrials.gov) and, therefore, **does not have an NCT ID**, check the box that says, “Study is not listed on [clinicaltrials.gov](https://clinicaltrials.gov)”.

The screenshot shows the 'Your Study' form in a draft status. The 'Study is not Listed on ClinicalTrials.gov' checkbox is checked. The 'NCT ID (of the form NCT12345678)' field is empty. The form is currently blank, with only the following fields visible:

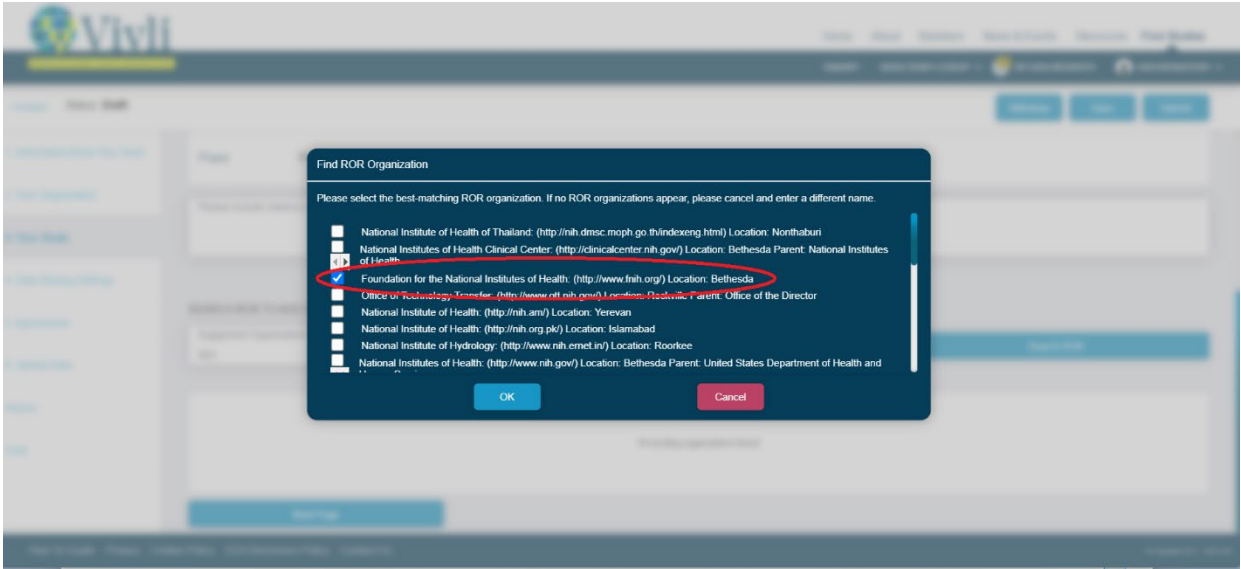
Title	
Conditions	
Interventions	
Phase	

Below the table, there is a text area for citations: 'Please include citations of any primary manuscripts and include any additional information that may be helpful to a researcher when requesting this data.'

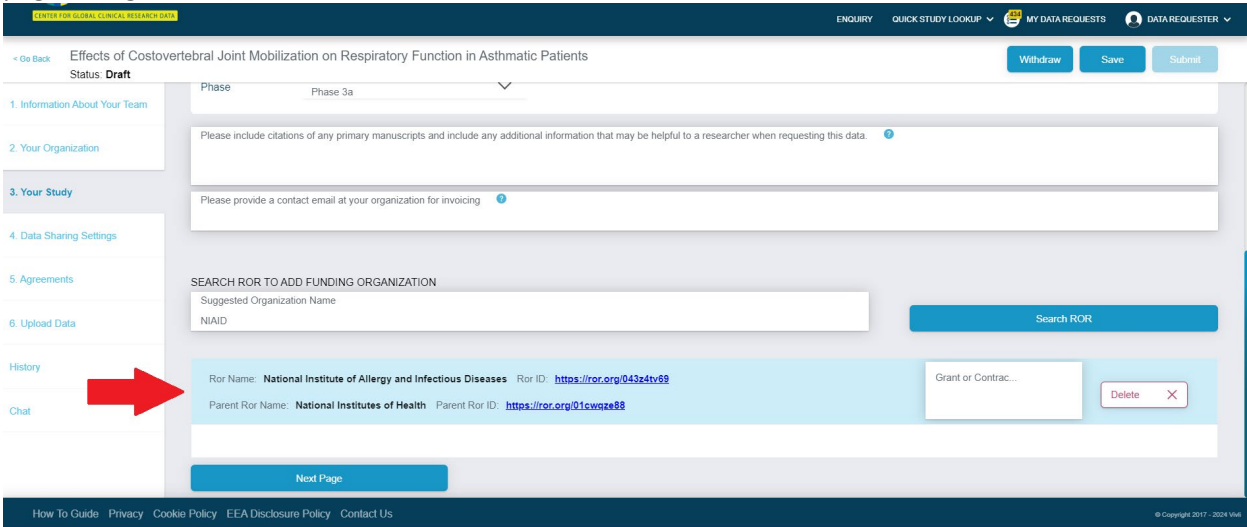
- Enter the Sponsor Protocol ID, Title, Conditions, Interventions, and Phase, according to your study. Note: Sponsor Protocol ID is a mandatory field to complete. (This may be an internal ID or acronym for your study. If you do not have a Sponsor Protocol ID, reach out to Vivli and we will create one for you.)
  - Title, Conditions, and Interventions are free text fields, and you may enter multiple conditions and interventions, if applicable.
  - If the Interventions or Conditions field does not apply to your dataset, enter “N/A”.
  - If the Phase field does not apply to your dataset, select “N/A” from the dropdown menu.

- Any information that you provide in the “Additional Information” field will be visible to researchers searching for studies. You can include any citations related to your clinical research, or any other information that might be used by the researcher to determine whether your study will support their research.
- Search ROR to add Funding Organization(s). Use the search field to search for the primary funder. If the study was funded by your organization, leave this blank. If it was funded by an external funder, type in the name of the funder in the free-text box and select “Search ROR”. A box will appear. Choose the name of the organization from the list that appears inside the box and select “OK”.

- Check the appropriate funder name. If you typed the incorrect name, refresh your screen to search for the right Organization.



- Once the funder is added and saved, you will see a table appear at the bottom of the “Your Study” page listing funder(s) and associated ROR information.



- To add an additional funder, repeat the steps by typing in the name of the additional funder in the free text box and selecting “Search ROR”. Choose the name of the organization from the box that appears and select “OK”. You will see the additional funder’s information listed in the table as an entry below the originally selected funder.

SEARCH ROR TO ADD FUNDING ORGANIZATION

Suggested Organization Name: welcome

Search ROR

Ror Name: <b>Foundation for the National Institutes of Health</b>	Ror ID: <a href="https://ror.org/00k86s890">https://ror.org/00k86s890</a>	Grant or Contract Id	Delete X
Parent Ror Name:	Parent Ror ID:		
Ror Name: <b>Wellcome Trust</b>	Ror ID: <a href="https://ror.org/029chgv08">https://ror.org/029chgv08</a>	Grant or Contract Id	Delete X
Parent Ror Name:	Parent Ror ID:		

Next Page

- Repeat this process as needed, to add additional funders.
- To delete a funder, select the button that says “Delete” and then select “Save”.

SEARCH ROR TO ADD FUNDING ORGANIZATION

Suggested Organization Name: nih

Search ROR

Ror Name: <b>Wellcome Trust</b>	Ror ID: <a href="https://ror.org/029chgv08">https://ror.org/029chgv08</a>	Grant or Contract Id	Delete X
Parent Ror Name:	Parent Ror ID:	1	
Ror Name: <b>Foundation for the National Institutes of Health</b>	Ror ID: <a href="https://ror.org/00k86s890">https://ror.org/00k86s890</a>	Grant or Contract Id	Delete X
Parent Ror Name:	Parent Ror ID:		

Next Page

- Please fill out the Grant or Contract ID for each funder, if available.

The screenshot shows the 'Your Study' section of the Vivli platform. The title is 'A Randomized, Double-Blind, Placebo Controlled, Parallel Group, Multinational Trial, to Assess the Prevention of Thrombotic Events With T...'. The status is 'Draft'. The 'Your Study' section includes a search for funding organizations. Two organizations are listed: 'Foundation for the National Institutes of Health' and 'Wellcome Trust'. The 'Grant or Contract ID' field for the 'Wellcome Trust' is highlighted with a red box. A red arrow points to the 'Next Page' button.

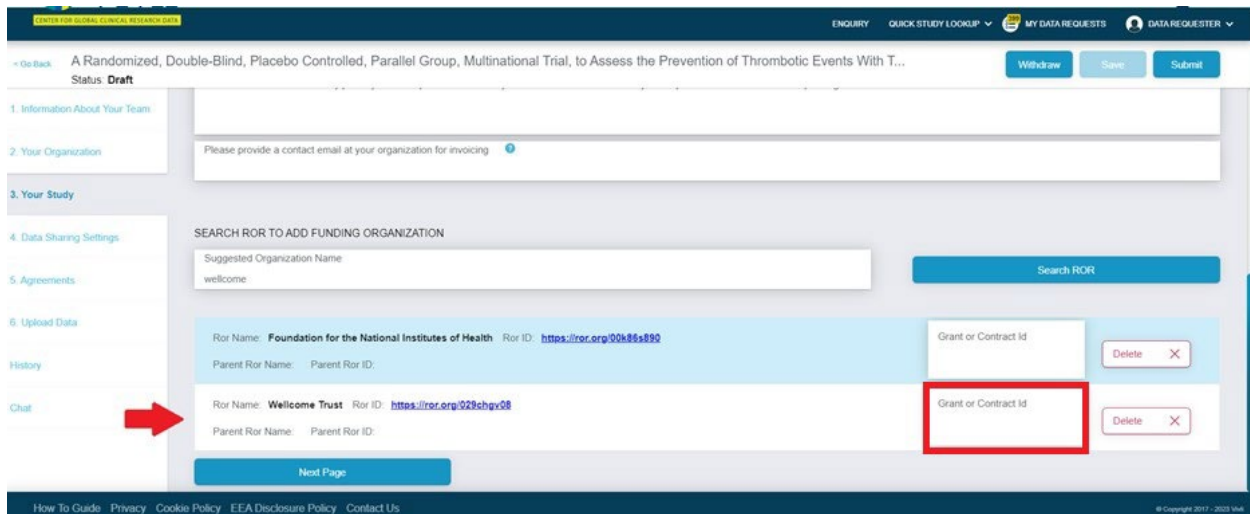
- Depending on your selection, you may be prompted to provide a contact email address for invoicing.

The screenshot shows the 'Your Organization' section of the Vivli platform. The title is 'Effects of Costovertebral Joint Mobilization on Respiratory Function in Asthmatic Patients'. The status is 'Draft'. The 'Your Organization' section includes a field for 'Please provide a contact email at your organization for invoicing', which is circled in red. Below this is a search for funding organizations section.

- If your academic institution is a member of Vivli there is no cost to deposit data in Vivli's platform. Please check our [members](#) page if you are unsure of the status of your institution.
- If your academic institution is not a member, there is a one-time cost to use Vivli's managed access process for clinical trials data. These costs apply only to academic and non-profit researchers who want to share their clinical data. Visit our [Share Data](#) page for more information on the costs associated with sharing your data. If you are from a for-profit organization please [reach out to Vivli](#) and we can discuss how you can take advantage of the Vivli platform to share your completed clinical research.

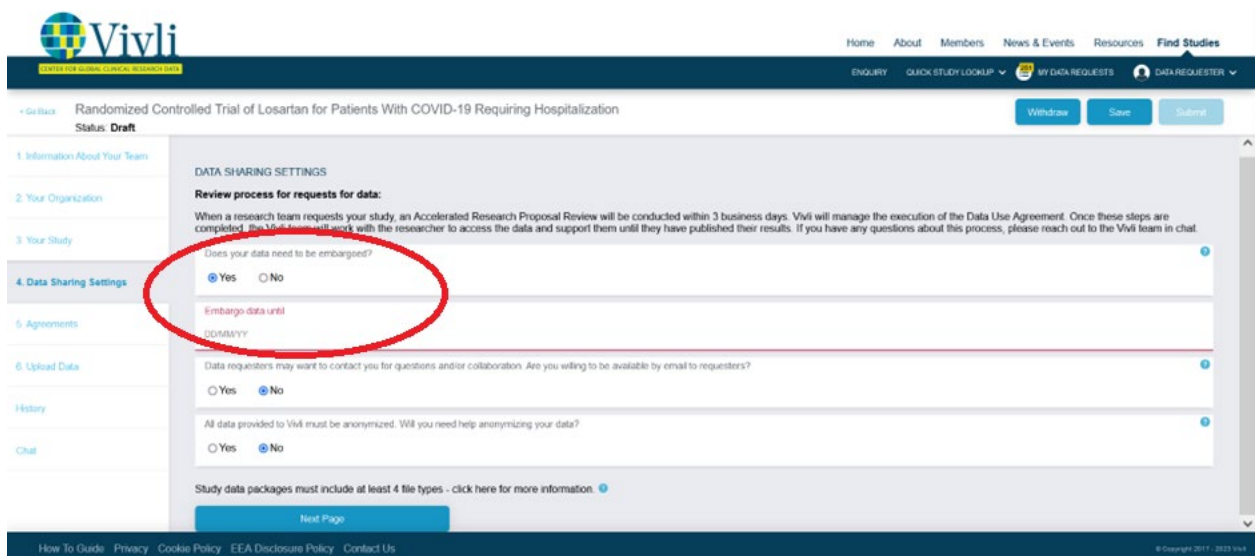
- Once all fields have been completed, hit "Save" and click "Next Page" to navigate to the next section.





## 2.4 Data Sharing Settings

- Accelerated Review** -- When a research team requests your study, an Accelerated Research Proposal Review will be conducted within 3 business days. Vivli will manage the execution of the Data Use Agreement. Once these steps are completed, the Vivli team will work with the researcher to access the data and support them until they have published their results. If you have any questions about this process, please reach out to the Vivli team in chat. See [Section 6.1 Using the Platform Chat](#)
- Embargo** -- If you need to embargo your data, we will make the study available for researchers to request, but the data itself will not be provided until the embargo date has passed. This might be necessary, for example, if the data itself cannot be provided until the results of the study are published. Select yes and provide an Embargo date for this option.



- If you are willing to be contacted, the Vivli team will email you any requests for collaboration or questions. Making yourself available for contact does not imply a commitment to collaborate on any or all requests – it is your decision to answer questions or collaborate on a case-by-case basis.
- The email address used for the submission will be used as the contact email for this study if you select ‘Yes’.

**Vivli**  
CENTER FOR GLOBAL CLINICAL RESEARCH DATA

Home About Members News & Events Resources **Find Studies**

ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS DATA REQUESTER

< Go Back Randomized Controlled Trial of Losartan for Patients With COVID-19 Requiring Hospitalization Status: Draft Withdraw Save Submit

1. Information About Your Team  
2. Your Organization  
3. Your Study  
4. **Data Sharing Settings**  
5. Agreements  
6. Upload Data  
History  
Chat

**DATA SHARING SETTINGS**

**Review process for requests for data:**  
When a research team requests your study, an Accelerated Research Proposal Review will be conducted within 3 business days. Vivli will manage the execution of the Data Use Agreement. Once these steps are completed, the Vivli team will work with the researcher to access the data and support them until they have published their results. If you have any questions about this process, please reach out to the Vivli team in chat.

Does your data need to be embargoed?  
 Yes  No

Data requesters may want to contact you for questions and/or collaboration. Are you willing to be available by email to requesters?  
 Yes  No

All data provided to Vivli must be anonymized. Will you need help anonymizing your data?  
 Yes  No

Study data packages must include at least 4 file types - click here for more information

Next Page

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2023 Vivli

- If you need help anonymizing your clinical research data, Vivli can connect you with vendors who can help. Please note that it is the data contributor’s responsibility to ensure that the data is appropriately anonymized.

**Vivli**  
CENTER FOR GLOBAL CLINICAL RESEARCH DATA

Home About Members News & Events Resources **Find Studies**

ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS DATA REQUESTER

< Go Back Randomized Controlled Trial of Losartan for Patients With COVID-19 Requiring Hospitalization Status: Draft Withdraw Save Submit

1. Information About Your Team  
2. Your Organization  
3. Your Study  
4. **Data Sharing Settings**  
5. Agreements  
6. Upload Data  
History  
Chat

**DATA SHARING SETTINGS**

**Review process for requests for data:**  
When a research team requests your study, an Accelerated Research Proposal Review will be conducted within 3 business days. Vivli will manage the execution of the Data Use Agreement. Once these steps are completed, the Vivli team will work with the researcher to access the data and support them until they have published their results. If you have any questions about this process, please reach out to the Vivli team in chat.

Does your data need to be embargoed?  
 Yes  No

Data requesters may want to contact you for questions and/or collaboration. Are you willing to be available by email to requesters?  
 Yes  No

All data provided to Vivli must be anonymized. Will you need help anonymizing your data?  
 Yes  No

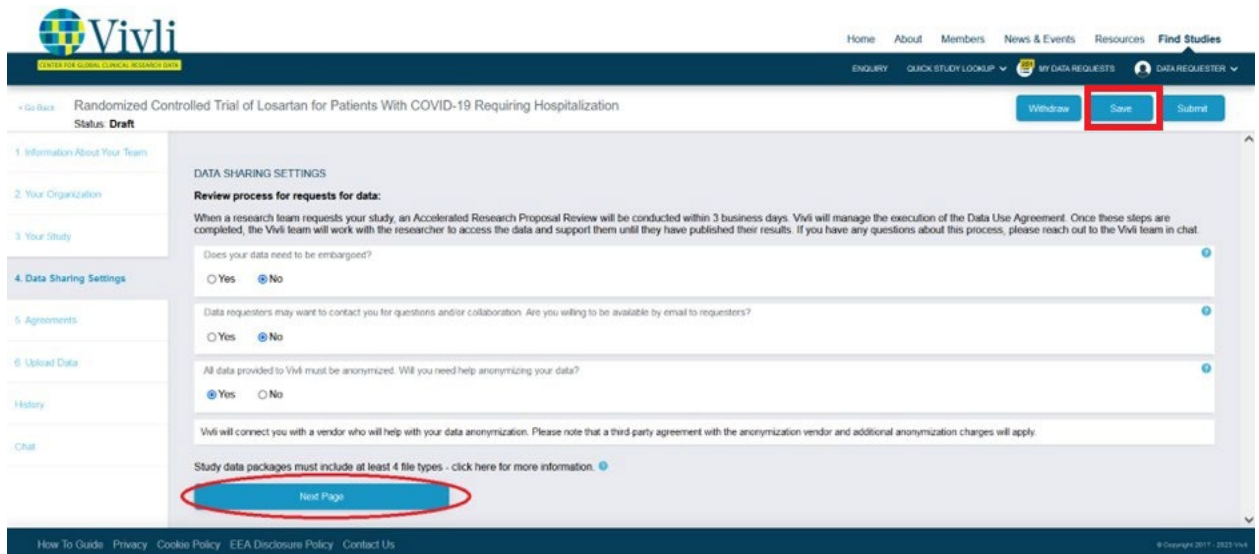
Vivli will connect you with a vendor who will help with your data anonymization. Please note that a third-party agreement with the anonymization vendor and additional anonymization charges will apply.

Study data packages must include at least 4 file types - click here for more information

Next Page

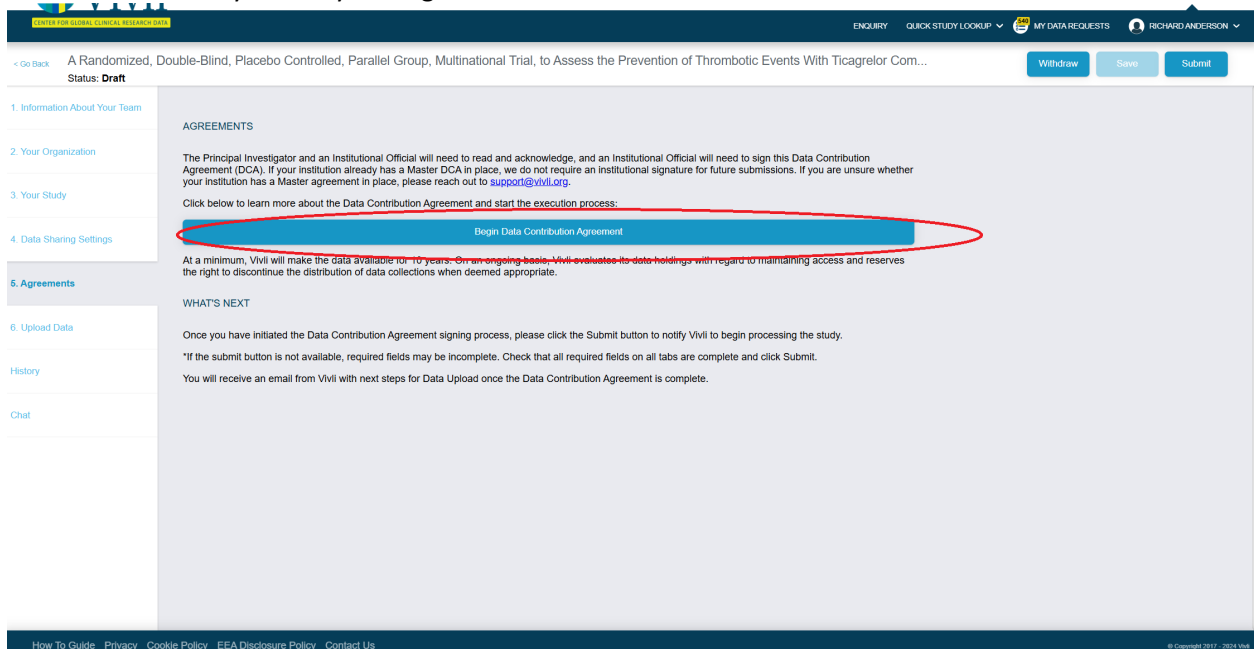
How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2023 Vivli

- Once all Data Sharing Settings have been selected, hit “Save” and use the “Next Page” button to navigate to the next section.



## 2.5 Agreements

- Click the blue “Begin Data Contribution Agreement” button. This will open a new browser tab to begin the DocuSign legal agreement signing process that will allow you to provide some basic information about you and your organization.



The Principal Investigator and an Institutional Official will need to read, acknowledge, and sign this [Data Contribution Agreement \(DCA\)](#). If you don’t know who your institution official is, in most organizations a good place to start is the Grants and Contract office. See an example email template to send to this office that provides instructions [here](#).

- Instructions for signing the agreement:

1. The DocuSign PowerForm provides basic instructions for you, institutional official. When you are ready to sign the agreement, please provide the Full Name and email address in both the Principal Investigator and Institutional Official fields.

If you are not the PI of the study, you may enter your contact information in the last section if you wish to be copied on communication for visibility.

Next, click “Begin Signing.”

## PowerForm Signer Information

Thank you for your interest in sharing your studies using Vivli.

The Principal Investigator will need to read and acknowledge, and an Institutional Official will need to sign this Data Contribution Agreement (DCA).

The DCA provides the institution to be a third-party beneficiary to any subsequent Data Use Agreement (DUA) that is signed when your data is requested. The DUA runs between Vivli and an applicable Data User and is the agreement under which Vivli grants a data user limited rights to use the data and licenses back to the applicable Contributor for any newly created intellectual property. The Vivli agreements are the product of extensive negotiation with the organizations that contribute data to Vivli, and as such, the agreement is non-negotiable.

If you don't know who your institution official is, in most organizations a good place to start is the Grants and Contract office. See an example email template to send to this office that provides instructions here: <https://vivli.org/template-email-for-data-contributors/>.

Please enter contact information for the Principal Investigator (PI) and Institution Official below.

Once you click the “Begin Signing” button below, the Data Contributor Agreement will first be sent to the PI to complete their acknowledgment and provide information regarding the study. The subject line of this email will be “Please DocuSign: Vivli Academic Data Contributor Agreement”.

Once the PI submits the envelope, it will be sent to the Institution Official for signature.

Once the Institution official signs the agreement, it will be sent to Vivli to be fully executed. You will receive an email from Vivli with the fully executed copy and next steps for Data Upload once the

Email Address

Please provide information for any other signers needed for this document.

**Required\* Contact information for the person responsible for signing on behalf of your organization**

**Name:**

Full Name

**Email:**

Email Address

**If you are not the PI but you are completing this form and would like to be copied for visibility**

**Name:**

Full Name

**Email:**

Email Address

**BEGIN SIGNING**

2. Click the box that says you agree to use electronic records and signatures. Then, click Continue.

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

**CONTINUE** FINISH LATER OTHER ACTIONS ▾

3. The Principal Investigator will need to complete the required fields (outlined in red), including Organization Name (p.1), Business Address (p.1 and p.6), Acknowledgement (p.8), NCT ID or Sponsor Protocol ID (p.9), and Agreed and Acknowledged (p.11). Once all required fields have been completed, click the yellow "Finish" button:

Enter your title

**FINISH** FINISH LATER OTHER ACTIONS ▾

**AGREED AND ACKNOWLEDGED:**

Declassified by:

By: *Principal Investigator*

Name: Principal Investigator

Title: Required - Title  
Principal Investigator

Date: 1/17/2023

FILL IN

4. The agreement will then be routed to the Institutional Official for signature.

- Once you have signed the agreement it will be sent to an individual who can sign on behalf of your organization. If you have any questions about this process, please use the chat function.
- After you have initiated the DCA process, you must click the “Submit” button in the upper right corner to begin the Vivli review process. You do not need to wait for the Data Contribution Agreement to be executed before you submit it.

Center for Global Clinical Research Data

ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS RICHARD ANDERSON ▾

< Go Back A Randomized, Double-Blind, Placebo Controlled, Parallel Group, Multinational Trial, to Assess the Prevention of Thrombotic Events With Ticagrelor Com... Status: Draft

Withdraw Save **Submit**

1. Information About Your Team

2. Your Organization

3. Your Study

4. Data Sharing Settings

5. Agreements

6. Upload Data

History

Chat

**AGREEMENTS**

The Principal Investigator and an Institutional Official will need to read and acknowledge, and an Institutional Official will need to sign this Data Contribution Agreement (DCA). If your institution already has a Master DCA in place, we do not require an Institutional signature for future submissions. If you are unsure whether your institution has a Master agreement in place, please reach out to [support@vivli.org](mailto:support@vivli.org).

Click below to learn more about the Data Contribution Agreement and start the execution process:

**Begin Data Contribution Agreement**

At a minimum, Vivli will make the data available for 10 years. On an ongoing basis, Vivli evaluates its data holdings with regard to maintaining access and reserves the right to discontinue the distribution of data collections when deemed appropriate.

**WHAT'S NEXT**

Once you have initiated the Data Contribution Agreement signing process, please click the Submit button to notify Vivli to begin processing the study.

\*If the submit button is not available, required fields may be incomplete. Check that all required fields on all tabs are complete and click Submit.

You will receive an email from Vivli with next steps for Data Upload once the Data Contribution Agreement is complete.

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2024 Vivli

- Once the study has been submitted, your study will automatically appear in the Submissions dashboard under “In Progress.”

The screenshot shows the 'Study Submissions' page on the Vivli platform. The top navigation bar includes 'Home', 'About', 'Members', 'News & Events', 'Resources', 'Portals', and 'Find Studies'. The left sidebar has 'Dashboard', 'Enquiries', 'Studies', and 'Submissions' (highlighted). The main content area shows a table of study submissions with the following data:

Title	Status	NCT ID	Sponsor ID	Submitted
Survey on the Human Papilloma Virus Vaccination in Girls With Cystic Fibrosis Followed ...	Submitted	NCT03653377	69HCL16_0144	2023-08-14
Multiple Daily Dose Phase I Safety And Pharmacokinetic Clinical Study Of Indole-3-Carbi...	Submitted	NCT00033345	KUMC-8506-01	2024-05-28
Estimated Impact of Fungal Colonization in Cystic Fibrosis From Secondary Exploitation ...	Study In Curation	NCT03753828	CHUBX 2017/34	2025-03-10
Dry Needling for Treating Spasticity in Multiple Sclerosis	Study In Curation	NCT05351957	2017_100	2023-01-03
Clinical and Molecular Impact of In-home Resonance-based Electromagnetic Field Prote...	Submitted	NCT05001646	ALT-BS-001	2023-06-15
A Pharmacoeconomic Study Comparing the Use of Mycophenolate Mofetil or Cyclophos...	Submitted	NCT05195086	CP3 4.2	2023-06-07
A Multicentre, Randomised, Double-blind, Placebo-controlled, Phase 3 Study Evaluating ...	Study In Curation	NCT02446899	D3461C00004	2022-11-28
	Submitted	NCT44444444		2025-05-21

- You will not be able to upload your anonymized data until the metadata has been curated, your Data Contribution Agreement has been executed and the study has been posted/accepted. When this is complete, you will be notified via email.

The screenshot shows the 'Upload Data' page for a study in curation. The top navigation bar includes 'Home', 'About', 'Members', 'News & Events', 'Resources', and 'Find Studies'. The left sidebar has 'Information About Your Team', 'Your Organization', 'Your Study', 'Data Sharing Settings', 'Agreements', 'Upload Data' (highlighted), 'History', and 'Chat'. The main content area displays the following instructions:

**UPLOAD THE STUDY DATA**

Your request is being reviewed. You will be able to upload the data when it has been accepted and the Data Contribution Agreement has been executed.

Study data packages must include at least 4 file types - click here for more information.

If any of these files are not available, please include a placeholder file stating that it is not available. When you are ready to upload data to the Vivli Platform, if the anonymized Individual Participant-level Data are held in several files, we recommend that you zip them into a single Data file. We recommend that you load other accompanying documents as separate files.

- To view the history of the Study Submission, click on the tab that says "History". This will show you the history of the submission with details that show the date and time of an action performed, and who the action was performed by (e.g. date of submission, date when the study is sent to curation, date the study is posted to the Vivli platform, etc.)

Survey on the Human Papilloma Virus Vaccination in Girls With Cystic Fibrosis Followed in Cystic Fibrosis (CF) Center in France  
Status: **Approved**

Date and Time	Action	Performed By
8/14/23 8:25 pm	Status changed to Submitted to Vivli.	Data Requester Datarequester.vivli@gmail.com
8/14/23 8:34 pm	Status changed to Study In Curation.	Stan Neumann sneumann@vivli.org
8/14/23 9:12 pm	Status changed to Approved/Posted.	Stan Neumann sneumann@vivli.org

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us © Copyright 2017 - 2024 Vivli

## 3 Data Package Upload

### 3.1 Data Package Requirements

- It is expected that all data packages will include the following 4 file types to support the researcher's use of your data:
  - **Study Protocol** - Final protocol with all amendments
  - **Data Dictionary** - Detailed descriptions of each variable in the dataset, including the definition, source, coding, etc. of the variable
  - **Statistical Analysis Plan** - Description of the principal features of the analysis described in the protocol
  - **IPD Dataset** - Final cleaned individual participant-level data, anonymized
- Any other documents that may be useful to the researcher can be included and will be welcomed.
- If any of these files are not available, please include a placeholder file stating that it is not available.
- When you are ready to upload data to the Vivli Platform, if the anonymized Individual Participant-level Data are held in several files, we recommend that you zip them into a single Data file. We recommend that you load other accompanying documents as separate files.

### 3.2 Data Package Upload

- Once the Data Contribution Agreement is executed and the study is posted, the study will appear in the Vivli Search
- You will receive an email from Vivli inviting you to upload the anonymized data and supporting documents and asking you to provide the team member who will upload the data package. The team member who will be responsible for uploading data will need to create an account and they will then be given data contributor access for the data upload. After the data is uploaded, data contributor access to upload data will be removed. If data needs to be re-uploaded at any time, reach out to the Vivli team at [support@Vivli.org](mailto:support@Vivli.org) and access may be re-granted.



- Follow the link in the email or select Submissions in the dropdown menu from the top right corner, choose your Submission under Approved/Posted section. You may also log in to the Vivli platform and find the submission under the Dashboard (Note: You will be unable to upload any data or documents until the Data Contribution Agreement is executed).

The screenshot shows the Vivli dashboard for Richard Anderson. The user is logged in, and the 'Submissions' option is highlighted in the top right dropdown menu. The dashboard includes a welcome message and several links for navigation and support.

**Navigation Links:**

- Home
- About
- Members
- News & Events
- Resources
- Portals
- Find Studies

**User Profile:** RICHARD ANDERSON

**Dashboard Menu:** Dashboard, Submissions, Enquiries

**Welcome, Richard Anderson!**

This is your view of Vivli at a glance.

For an introduction to how to request studies in the Vivli Platform, click here. [How to request studies](#)

For an introduction to the Vivli Platform in general and guides for using the platform, click here. [How-to guides](#)

To search for clinical studies and create a new data request, click here. [Search](#)

To complete and submit a request for data that you have already started, click on My Data Requests. [My Data Requests](#)

If you cannot find a specific study you need, click on Enquiry to ask about the availability of that clinical study from a Vivli member. [Enquiry](#)

If you are an academic researcher and want to submit your study to Vivli for archive and subsequent sharing, click here to submit your study. [Share Data](#)

If you have any questions, click here or email Vivli Support at [support@vivli.org](mailto:support@vivli.org). [Contact Support](#)

- In the Submissions tab, under 'Approved/Posted,' click on the study for which you are ready to upload your anonymized data.

The screenshot shows the 'Study Submissions' page. The 'Approved/Posted' filter is selected, and the 'Submissions' tab is highlighted. A table lists several approved studies with their titles, statuses, NCT IDs, sponsor IDs, and approval dates.

**Study Submissions**

Filter: Draft (5) | In Progress (0) | **Approved/Posted (7)** | Withdrawn (31) | Add Submission

Title	Status	NCT ID	Sponsor ID	Approved
Bile and Bile Duct/Pancreatic Duct Brushings Database for Patients With Pancreato-bilar...	Approved	NCT01565460	11-976	2025-04-16
Randomized Trial of an intervention to Impact Contraceptive Behavior, Unintended Pregn...	Approved	NCT00230880	OSR# 04036166	2024-02-11
Phase 2 Mindfulness Based Tinnitus Reduction (MBTR) Study: A Symptom Perception S...	Approved	NCT01229709	H8935-35834-01	2024-02-11
Characterizing Asthma Sputum Elasticity in the UCSF Severe Asthma Research Program	Approved	NCT02103348	14-13242	2024-02-11
A Randomized Controlled Clinical Trial of an Algorithm Driven Sepsis Prediction Biomarker	Approved	NCT03015454	16-19647	2024-02-11
Management of Meaningful Accompaniment as a Nursing Strategy to Reduce Patient An...	Approved	NCT06539625	University of Concepcion	2023-07-24
Study of Gynecological Follow-up Concerning Women With Multiple Sclerosis	Approved	NCT05248438	CHUBX 2021/49	2022-12-06

Footer: How To Guide | Privacy | Cookie Policy | EEA Disclosure Policy | Contact Us | © Copyright 2017 - 2025 Vivli

- Click on the 'Upload Data' tab and then you may use either the blue 'Select Files' button or drag and drop the appropriate files. **If you navigate away from a page on which an upload is underway (i.e. clicking on another tab or closing the browser), that will cancel the upload automatically**

- Use the dropdown menu on the right-hand side to validate the File Type for each file before submitting files (Note: If you are missing the protocol, data dictionary, or Statistical analysis plan, please create a Word file with a note saying this is unavailable and upload it as a placeholder and validate the file type from the list available).

Filename	Size	Uploaded By	File Type	Action
Protocol.pdf	179.00kB	Data Contributor	Unknown	Delete x
Digitalis_demoData.zip	2.37MB	Data Contributor	Unknown	Uploading

- To make supporting documents publicly available to researchers, check the box that says "Publicly available". This will make the documents available to researchers who have a Vivli account during their study search. This will help researchers to finalize the studies before submitting their Vivli data request.
  - Note: Files that have the file type "IPD" and "Analysis ready dataset" will not have the option to check "Publicly available" as Individual Participant Data (IPD) is NOT available without submitting a request.

**Vivli**  
 Home About Members News & Events Resources Portals Find Studies  
 ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS DATA PROVIDER

< Go Back Effects of p38 Inhibitor AZD7624 in Corticosteroid Resistant Asthma  
 Status: **Approved**

1. Information About Your Team  
 2. Your Organization  
 3. Your Study  
 4. Data Sharing Settings  
 5. Agreements  
 6. Upload Data

History  
 Chat

**UPLOAD THE STUDY DATA**  
 Your request has been accepted and the Data Contribution Agreement has been executed - your study is available for requesting. Please upload the data below.  
 Study data packages must include at least 4 file types - click here for more information.  
 If any of these files are not available, please include a placeholder file stating that it is not available. When you are ready to upload data to the Vivli Platform, if the anonymized individual Participant-level Data are held in several files, we recommend that you zip them into a single Data file. We recommend that you load other accompanying documents as separate files.

Upload study Data Package below  
 Select Files

**UPLOADED FILES** Verify Upload

Filename	Size	Uploaded By	File Type	Publicly Available	Download
SAP.docx	11.73kB	Data Provider	Stats...	<input type="checkbox"/>	Download
Data Dictionary.docx	11.73kB	Data Provider	Data D...	<input type="checkbox"/>	Download
IPD.docx	11.72kB	Data Provider	IPD	<input type="checkbox"/>	Download
Protocol.docx	11.74kB	Data Provider	Protoc...	<input type="checkbox"/>	Download

Submit Files

Links to Documents located elsewhere Add New Link

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us ©Copyright 2017 - Vivli Ltd

**Vivli**  
 Home About Members News & Events Resources Portals Find Studies  
 ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS DATA PROVIDER

< Go Back Effects of p38 Inhibitor AZD7624 in Corticosteroid Resistant Asthma  
 Status: **Approved**

1. Information About Your Team  
 2. Your Organization  
 3. Your Study  
 4. Data Sharing Settings  
 5. Agreements  
 6. Upload Data

History  
 Chat

**UPLOAD THE STUDY DATA**  
 Your request has been accepted and the Data Contribution Agreement has been executed - your study is available for requesting. Please upload the data below.  
 Study data packages must include at least 4 file types - click here for more information.  
 If any of these files are not available, please include a placeholder file stating that it is not available. When you are ready to upload data to the Vivli Platform, if the anonymized individual Participant-level Data are held in several files, we recommend that you zip them into a single Data file. We recommend that you load other accompanying documents as separate files.

Upload study Data Package below  
 Select Files

**UPLOADED FILES** Verify Upload

Filename	Size	Uploaded By	File Type	Publicly Available	Download
SAP.docx	11.73kB	Data Provider	Stats...	<input checked="" type="checkbox"/>	Download
Data Dictionary.docx	11.73kB	Data Provider	Data D...	<input checked="" type="checkbox"/>	Download
IPD.docx	11.72kB	Data Provider	IPD	<input type="checkbox"/>	Download
Protocol.docx	11.74kB	Data Provider	Protoc...	<input type="checkbox"/>	Download

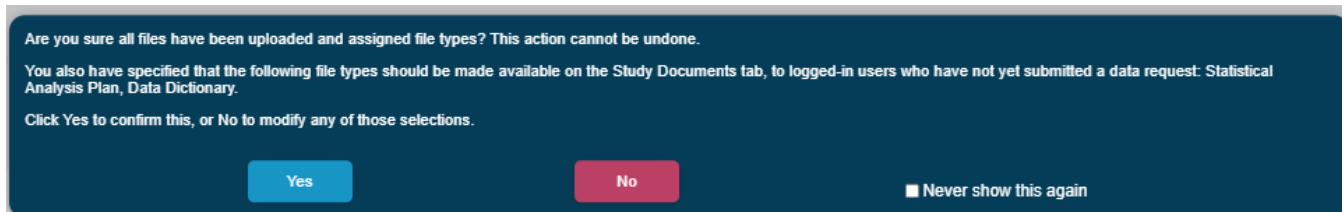
Submit Files

Links to Documents located elsewhere Add New Link

How To Guide Privacy Cookie Policy EEA Disclosure Policy Contact Us ©Copyright 2017 - Vivli Ltd

- Click the button that says “Verify Upload” to confirm that your files have been successfully uploaded.
- A pop-up will appear at the bottom right screen that says “All data has been successfully uploaded and stored in the system”

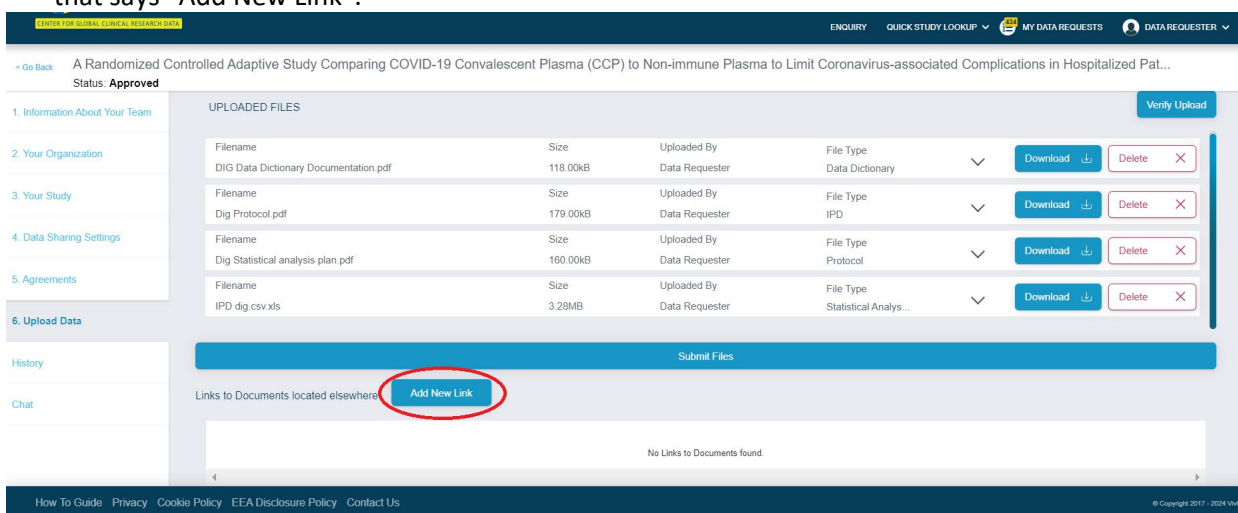
- Ensure all the files are loaded, then click the **‘Submit Files’** button.
- You will be directed to a pop-up confirming that you have uploaded all files and assigned file types. Additionally, the files that you have chosen to be made publicly available will be displayed and you will be asked to confirm you have selected the correct file(s) to be made publicly available.
  - Click the blue **‘Yes’** button to proceed. Or click the red button **“No”** to adjust your selections and you will be re-routed to the Upload Data page again.



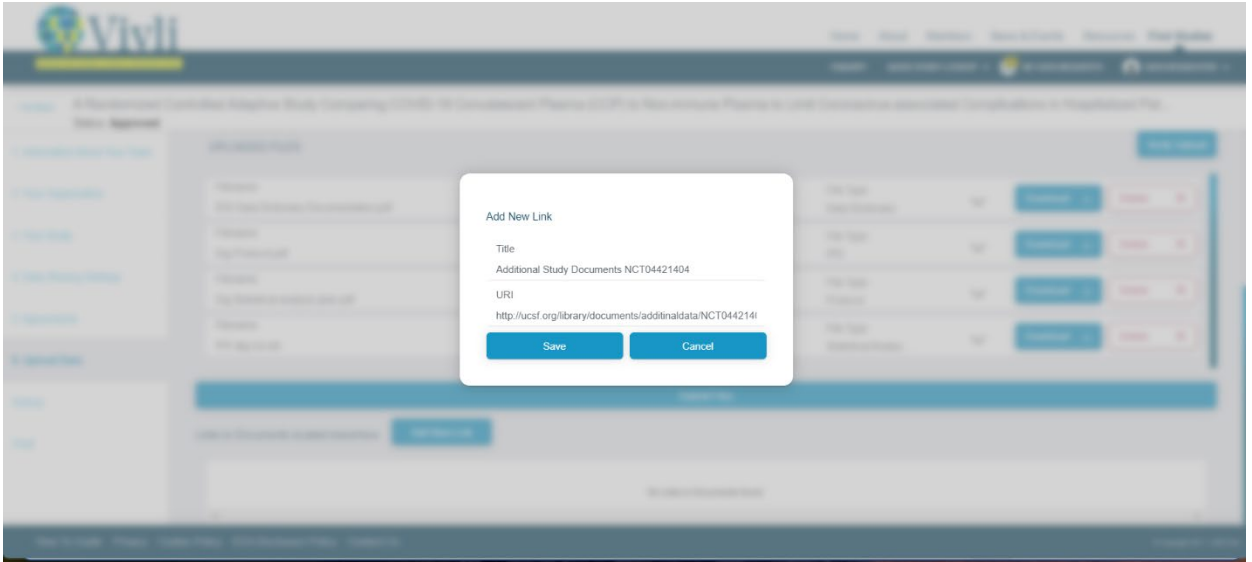
- You will receive confirmation of successful upload. Click the **‘Continue’** button to return to your submission.



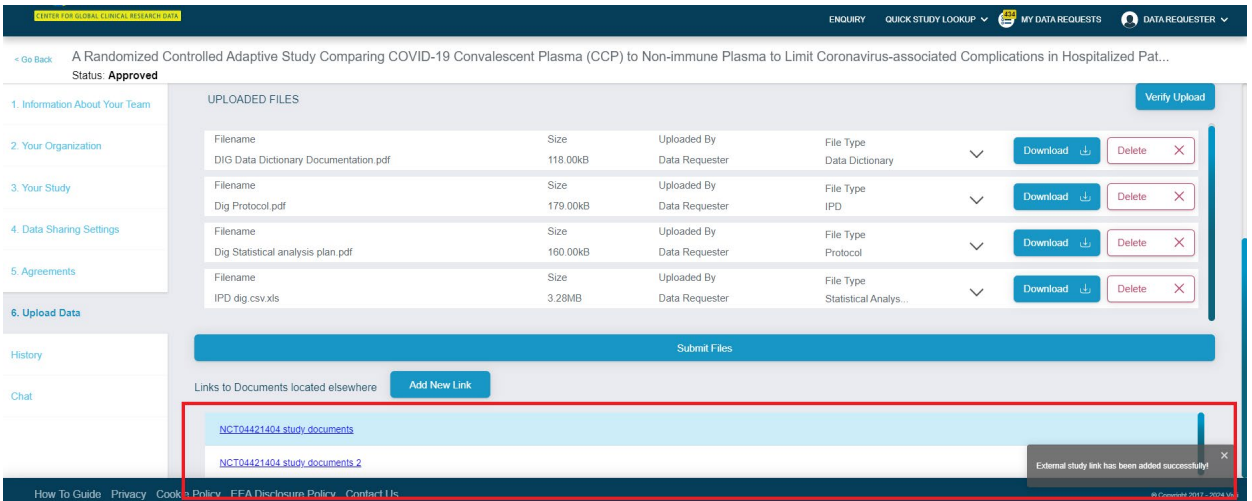
- Once study documents are uploaded, if there are further documents that are available for your study at an external link, and you would like to provide a link to the documents, click the button that says **“Add New Link”**.



- In the box that appears, type in the Title of the document and the URL, and then click “Save”



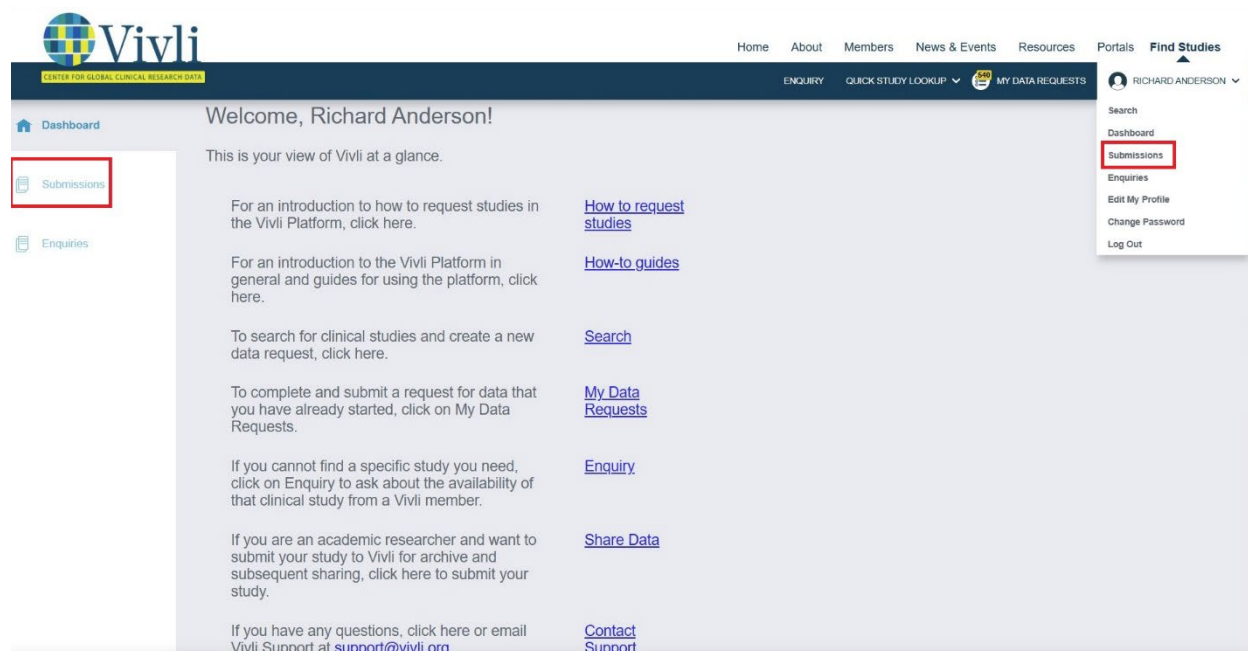
- You may add multiple links to external documents. Once you press ‘Save’, you will see a popup appear that says, “External study link has been loaded properly” and the link(s) to the document(s) will appear on the bottom of the page.



## 4 Managing your Submission

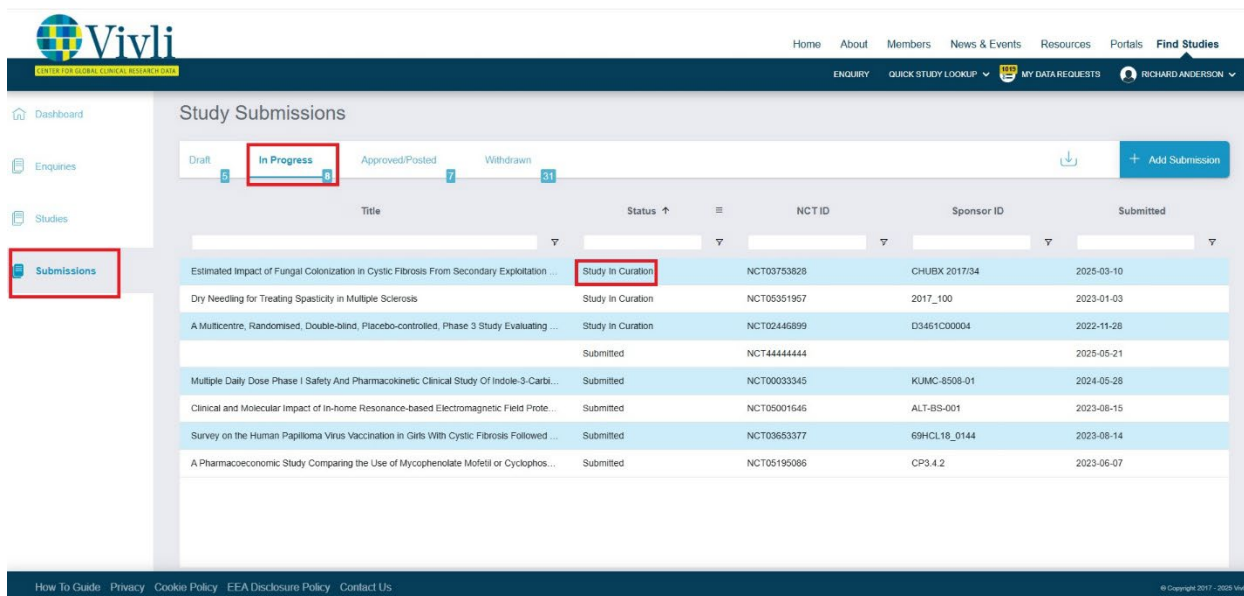
### 4.1 Submission Status

- You may check the progress of your submission via the Submissions dashboard.



The screenshot shows the Vivli dashboard for Richard Anderson. The left sidebar has 'Submissions' highlighted with a red box. The user profile dropdown menu on the right also has 'Submissions' highlighted with a red box. The main content area displays a welcome message and several links for navigation: 'How to request studies', 'How-to guides', 'Search', 'My Data Requests', 'Enquiry', 'Share Data', and 'Contact Support'.

- Once the study information has been accepted by a Vivli admin, the study will undergo metadata curation, and the status will appear in the dashboard as “Study in Curation.”

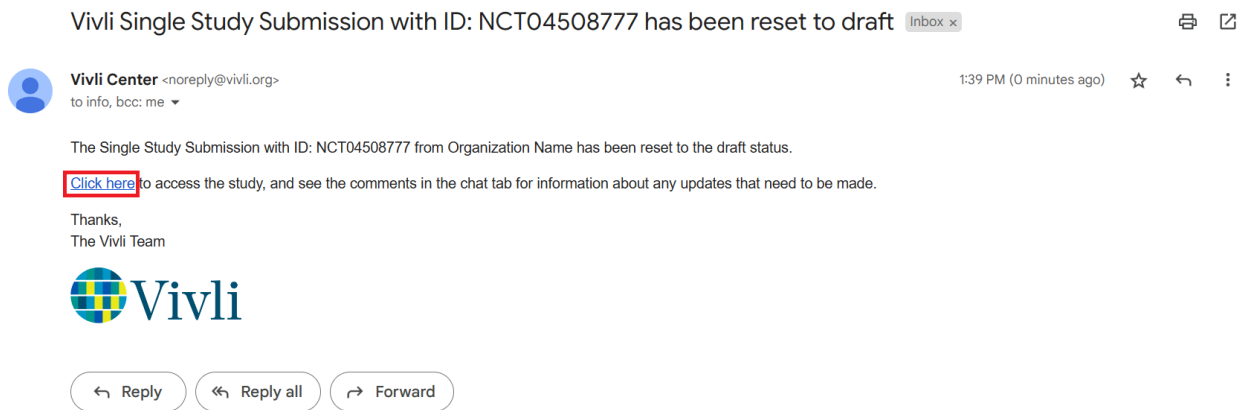


The screenshot shows the 'Study Submissions' dashboard. At the top, there are status counts: Draft (6), In Progress (8), Approved/Posted (7), and Withdrawn (31). The 'In Progress' count is highlighted with a red box. Below the counts is a table of submissions. The first row is highlighted with a red box, showing a submission with the status 'Study in Curation'.

Title	Status	NCT ID	Sponsor ID	Submitted
Estimated Impact of Fungal Colonization in Cystic Fibrosis From Secondary Exploitation ...	Study in Curation	NCT03753828	CHUBX 2017/34	2025-03-10
Dry Needling for Treating Spasticity in Multiple Sclerosis	Study in Curation	NCT05051907	2017_100	2023-01-03
A Multicentre, Randomised, Double-blind, Placebo-controlled, Phase 3 Study Evaluating ...	Study in Curation	NCT02446899	D3451C00004	2022-11-26
	Submitted	NCT44444444		2025-05-21
Multiple Daily Dose Phase I Safety And Pharmacokinetic Clinical Study Of Indole-3-Carbi...	Submitted	NCT00033345	KUMC-8508-01	2024-05-28
Clinical and Molecular Impact of in-home Resonance-based Electromagnetic Field Prote...	Submitted	NCT05001646	ALT-BS-001	2023-08-15
Survey on the Human Papilloma Virus Vaccination in Girls With Cystic Fibrosis Followed ...	Submitted	NCT03653377	69HCL18_0144	2023-08-14
A Pharmacoeconomic Study Comparing the Use of Mycophenolate Mofetil or Cyclophos...	Submitted	NCT05195086	CP3.4.2	2023-06-07

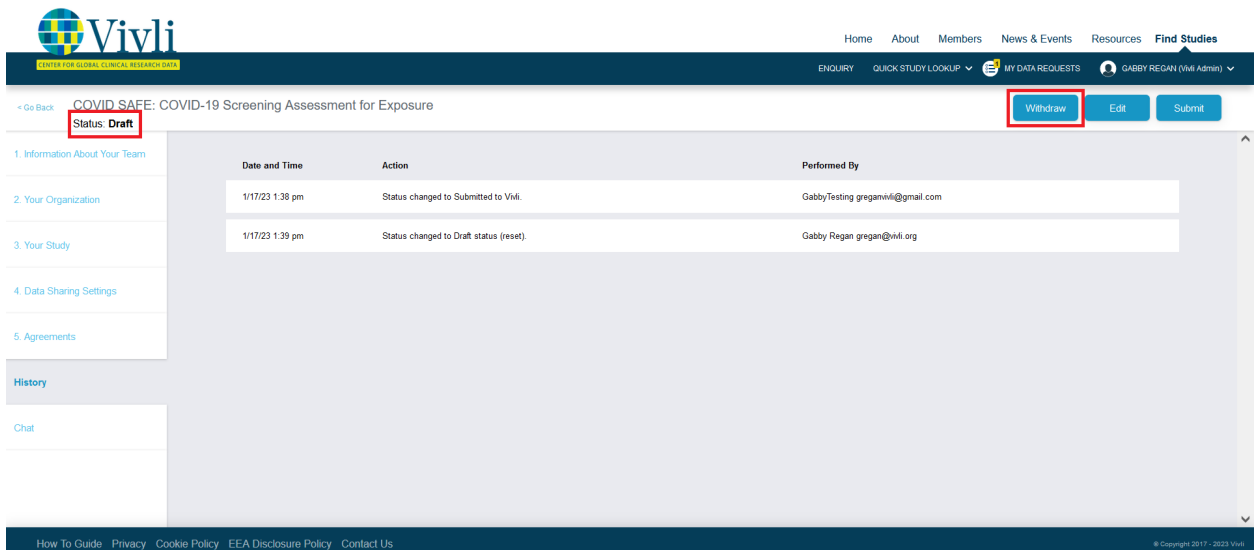
## 4.2 Making Edits

- Once your submission has been submitted, you will be unable to make any changes. Please contact Vivli via chat or email at [support@vivli.org](mailto:support@vivli.org) if you need to make any changes to your submission.
- The Vivli team may send your submission back to drafts to request revisions. You will receive an email notification if you need to make updates to your submission.



## 4.3 Withdrawal

- You may withdraw your submission at any time while it is in the Draft state by clicking the blue “Withdraw” button in the upper right corner.



- Once you have submitted the study, you will need to contact Vivli via chat or email at [support@vivli.org](mailto:support@vivli.org) to withdraw.

## 5 Viewing your Study Details

### 5.1 Using Vivli Search

- To search for your study on Vivli, open <https://search.vivli.org> in your browser. Type in the clinicaltrials.gov identifier/NCT ID in the box marked 'What are you looking for today?' a '1' should appear on the blue bar at the bottom of the screen. Click the bar to view the results.

The screenshot shows the Vivli search interface. At the top, there is a navigation bar with links for Home, About, Members, News & Events, Resources, Portals, and Find Studies. Below this is a banner with the text "We are committed to advancing the knowledge around the COVID-19 pandemic" and buttons for "Share trials" and "Search for trials". The main search area is titled "KEYWORD SEARCH" and "PICO Beta". A search box contains the text "NCT01243606". Below the search box are four filter panels: "STUDY DESIGN" (with sub-sections for INTERVENTIONAL STUDIES, OBSERVATIONAL STUDIES, and STUDY PHASE), "SPONSOR INFORMATION" (with sub-sections for FUNDER, CONTRIBUTOR, and SAMPLE SIZE), "LOCATION", and "START DATE" (with sub-sections for END DATE and another START DATE). At the bottom of the search results area, a blue bar indicates "1 Studies".

- Verify that the correct study has been identified and click the 'View Study Details' button on the right to pull up the metadata for your submission.

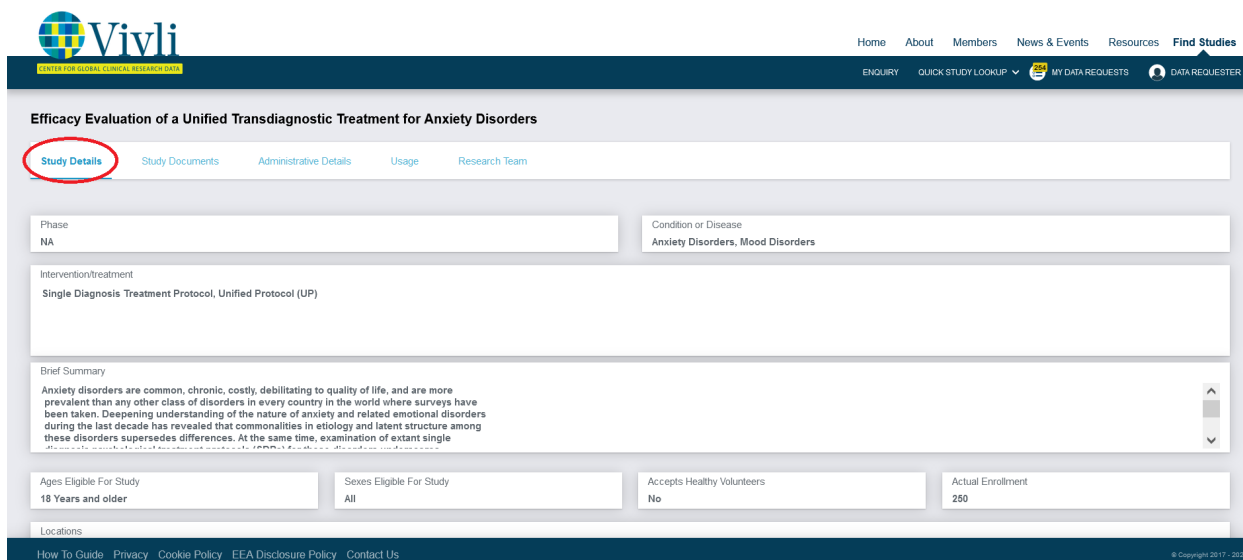
The screenshot shows the Vivli search results page for the study NCT01243606. The search box at the top contains "NCT01243606" and a "CLOSE" button. Below the search box are filter panels for "STUDY DESIGN", "OBSERVATIONAL STUDIES", "STUDY PHASE", "SPONSOR INFORMATION", and "SAMPLE SIZE". The main content area displays the study title "Efficacy Evaluation of a Unified Transdiagnostic Treatment for Anxiety Disorders" and its details: "IDs: NCT01243606 | 1R01MH090053-01", "Condition or Disease: Anxiety Disorders, Mood Disorders", and "Intervention/treatment: Single Diagnosis Treatment Protocol, Unified Protocol (UP)". On the right side of the study details, there is a "Request Study" button and a "View Study Details" button, which is circled in red. Below the "View Study Details" button, the text "Number enrolled: 250" and "N/A" is visible.



## 5.2 Study Details

- The first tab of the study listing contains the metadata pulled from clinicaltrials.gov and any additional metadata for the submission.

Using publicly available information and what you have provided to us, we have included key metadata elements. Of course, you can always send us additional information or updates for inclusion to add to the metadata about your study at any time either through chat or by emailing [support@vivli.org](mailto:support@vivli.org).



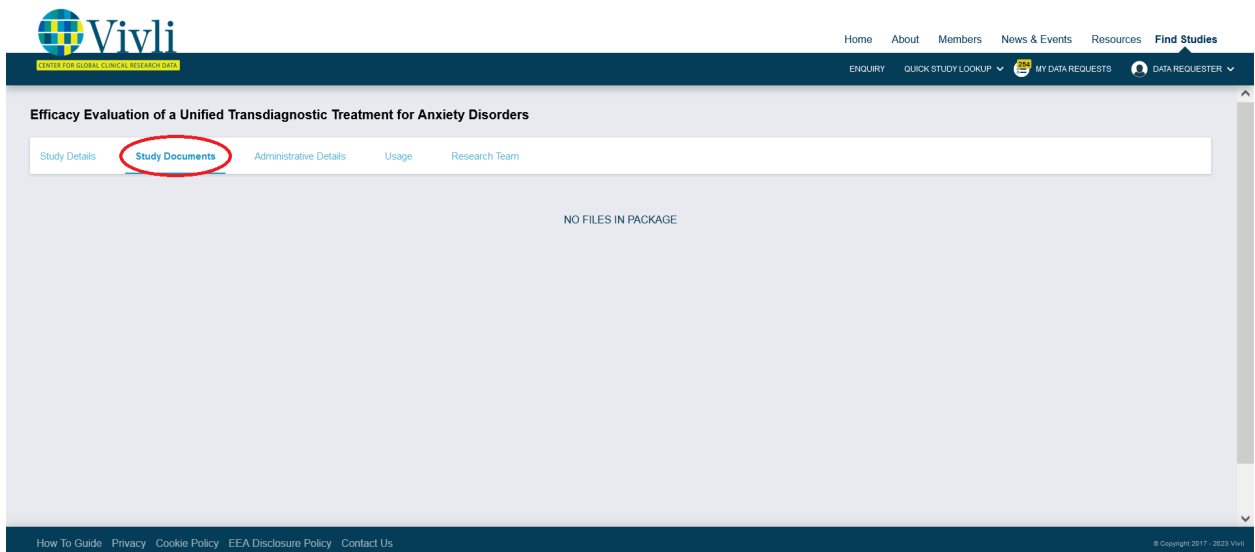
The screenshot displays the Vivli platform interface. At the top, the Vivli logo is on the left, and navigation links (Home, About, Members, News & Events, Resources, Find Studies) are on the right. Below the logo, the study title "Efficacy Evaluation of a Unified Transdiagnostic Treatment for Anxiety Disorders" is shown. A red circle highlights the "Study Details" tab in the navigation bar. The main content area includes several sections: "Phase" (NA), "Condition or Disease" (Anxiety Disorders, Mood Disorders), "Intervention/treatment" (Single Diagnosis Treatment Protocol, Unified Protocol (UP)), and a "Brief Summary" section containing text about anxiety disorders. At the bottom, there are four summary boxes: "Ages Eligible For Study" (18 Years and older), "Sexes Eligible For Study" (All), "Accepts Healthy Volunteers" (No), and "Actual Enrollment" (250). The footer contains links for "How To Guide", "Privacy", "Cookie Policy", "EEA Disclosure Policy", and "Contact Us", along with a copyright notice for 2017-2021.

## 5.3 Study Documents

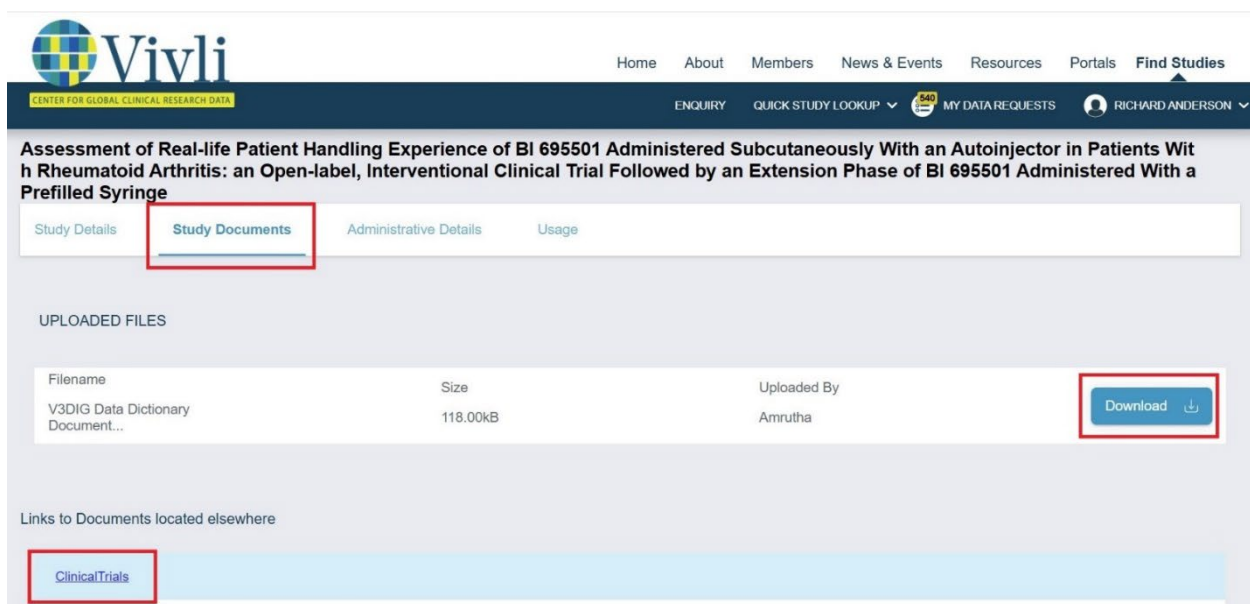
The 'Study Documents' tab is provided to share documents with searchers to help them determine whether the dataset can support their research - this typically will include documents like the Data Dictionary or the Protocol. The supporting documents are uploaded and will be made available during the study data upload process (See [Section 3.2 Data Package Upload](#)).

The study documents should not include the anonymized individual participant-level data (IPD).

The 'Study Documents' tab will initially appear empty until you have uploaded data and declared which documents should be made publicly available to researchers.



- Once you have uploaded study data and have checked the box stating “Publicly Available” appear here, the files will appear in this tab.



- If there are further documents that are available for your study at an external link, and you would like to provide a link to the documents, you may do so. Please see [Section 3.2 Data Package Upload](#) for further details.

#### 5.4 Administrative Details

- The ‘Administrative Details’ tab provides the Digital Object Identifier (DOI), the sponsor, and other general information about the study.

You may want to use the DOI in your publication to direct researchers to where they can access the data underlying. Please see the [ICMJE Data Sharing Requirements](#) on the Vivli website.

The screenshot shows the Vivli website interface. At the top, there is a navigation bar with links for Home, About, Members, News & Events, Resources, and Find Studies. Below this is a dark blue header with 'ENQUIRY', 'QUICK STUDY LOOKUP', 'MY DATA REQUESTS', and 'DATA REQUESTER'. The main content area is titled 'Efficacy Evaluation of a Unified Transdiagnostic Treatment for Anxiety Disorders'. A horizontal menu contains 'Study Details', 'Study Documents', 'Administrative Details' (highlighted with a red circle), 'Usage', and 'Research Team'. Below the menu is a form with several fields:
 

- Vivli DOI: <https://handle.stage.datacite.org/10.70118/AQ00003191>
- Vivli ID: VIV00003191
- Sponsor Protocol ID: 1R01MH090053-01
- Acronym: (empty)
- Data Package DOI(s) Available for this Study: <https://handle.stage.datacite.org/10.70118/AQ00003191.0>
- Lead Sponsor Agency: Boston University Charles River Campus
- Lead Sponsor Agency Class: Other
- Collaborator Agency: National Institute of Mental Health (NIMH)
- Collaborator Agency Class: NIH
- Data Contributor Organization Name: Boston University

 At the bottom, there is a footer with links for 'How To Guide', 'Privacy', 'Cookie Policy', 'EEA Disclosure Policy', and 'Contact Us', along with a copyright notice for 2017-2023 Vivli.

## 5.5 Usage

- The Usage tab displays the following metrics related to your study
  - **Views:** Vivli counts a view every time a user clicks on Study Details for this study in a search, or displays the DOI page for this study. In effect this counts views of the study metadata.
  - **Download of Study Documents:** Study Documents are documents made available to a researcher prior to requesting the study data to help them determine whether the study contains the kind of data necessary to support their research topic; this may include the data dictionary and/or a redacted protocol document. This metric counts the number of times a study document is downloaded.
  - **Access of Data Packages:** The data package includes the data that is provided in response to the request, and includes anonymized Individual Participant Data (IPD) and supporting documents. "Access" includes downloading the data.
  - **All Usage Metrics:** The data range here represents the range of dates during which the metrics above were collected. The start date is either the date the data collection feature was turned on, or the date the study was posted (whichever is later). The end date is always 3 days before the current date, since it takes the system 3 days to process and tally the raw usage data.
  - **Public Disclosures:** Public Disclosures field includes all Public Disclosures linked to this study through a Vivli Data Request. When a public disclosure is published and the citation is received as part of the Vivli data request, the citation is entered into the Data Request, and linked to the Study(s) involved in that Data Request. It will be initially blank. Once your studies are included in publications, you can see the publication reference here.

**Randomized Evaluation of Dabigatran Etxilate Compared to warfarin in pulmonaRy Vein Ablation: Assessment of an Uninterrupted periproCedUral antlcoagulation sStrategy (The RE-CIRCUIT Trial)**

Study Details Study Documents Administrative Details **Usage**

**Usage**

Views	Download of Study Documents
5	0
Access of Data Package	All usage metrics
0	from 06/18/2022 to 11/17/2...

**Public Disclosures**

Kimata, Akira, Nogami, Akihiko, Yamasaki, Hiro, Ohigashi, Tomohiro, Goshio, Masahiko, Igarashi, Miyako, Sekiguch  
 "Optimal interruption time of dabigatran oral administration to ablation (O-A time) in patients with atrial fibrillation: Integrated analysis of 2 randomized controlled clinical trials".  
*Journal of Cardiology*, vol. 77, no. 6, Jun. 2021, pp. 652-659, doi: http://dx.doi.org/10.1016/j.jcc.2020.12.010


...  
 "Late-Breaking Science Abstracts and Featured Science Abstracts From the American Heart Association's Scientific Sessions 2019 and Late-Breaking Abstracts in Resuscitation Science From the Resuscitation Science Symposium 2019".  
*Resuscitation*, vol. 149, pp. 35-36, Dec. 2019, doi: https://doi.org/10.1016/j.resusc.2019.10.007

**Views:**  
 Vivli counts a view every time a user clicks on Study Details for this study in a search, or displays the DOI page for this study. In effect this counts views of the study metadata.

**Download of Study Documents:**  
 Study Documents are documents made available to a researcher prior to requesting the study data to help them determine whether the study contains the kind of data necessary to support their research topic; this may include the data dictionary and/or a redacted protocol document. This metric counts the number of times a study document is downloaded.

## 5.6 Adding Research Team Members to your study submission

- The Research Team tab displays all research team members that were included as part of the study submission. If you would like to add additional research team members or correct any existing entries after submitting your study, please reach out to the Vivli admin via chat or email at [support@vivli.org](mailto:support@vivli.org).

 Home About Members News & Events Resources Portals Find Studies

ENQUIRY QUICK STUDY LOOKUP MY DATA REQUESTS RICHARD ANDERSON

**A Randomized Controlled Adaptive Study Comparing COVID-19 Convalescent Plasma (CCP) to Non-immune Plasma to Limit Coronavirus-associated Complications in Hospitalized Patients (CAPRI)**

Study Details Study Documents Administrative Details Usage **Research Team**

Given Name Sarah	Family Name Jones	ORCID ID 2222-3333-2222-3333	CRedit Role(s) <ul style="list-style-type: none"> <li>Funding acquisition</li> <li>Formal analysis</li> <li>Data curation</li> </ul>
---------------------	----------------------	---------------------------------	---

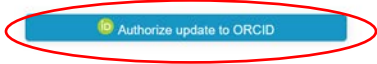
## 5.7 Integrating ORCID for Research Team Members

- During study submission, the dataset owner will have clicked the "Send Invitations to Team Members" Button, which sends an automatic email to researchers listed on the study after the study has been posted.
- Once an email is received, click the link within the email and you will be taken to a Vivli webpage containing the dataset title and the researcher's information.
- Click "Authorize update to ORCID".

A Phase II, Open (Partially Double-blind), Randomised, Controlled, Multicentre, Primary Vaccination Study to Evaluate the Immunogenicity, Reactogenicity and Safety of Three Different Formulations of GSK Biologicals' Combined Haemophilus Influenzae Type B-meningococcal Serogroups C and Y- Conjugate Vaccine and One Formulation of GSK Biologicals' Haemophilus Influenzae Type B-meningococcal Serogroup C Conjugate Vaccine Each Given Concomitantly With Infanrix™ Penta, Versus Meningitec™, Given Concomitantly With Infanrix™ Hexa in Infants According to a 2-3-4 Month Schedule

The Study with the title above and ID **NCT00129116** was registered in the Vivli Platform  
 You have been asked by the study owner to view this page so that you can authorize Vivli to add the study and your roles in preparing the study into your ORCID® record.  
 If this information is correct, click the Authorize button to login to ORCID and confirm your authorization.  
 If the information is incorrect, please contact the Study owner to make corrections.

Email address sheldon.russel@mailinator.com	ORCID ID 0009-0001-5457-0098	CRedit Role(s) • Conceptualization • Investigation
Given Name Sheldon	Family Name Russel	



- You will be navigated to the ORCID login screen. Log in with your ORCID credentials.

Warning! sandbox.orcid.org is a test website. orcid.org is the official website. Sandbox only sends email messages to mailinator.com email addresses, see Sandbox FAQ for more information

Sign in

Email or 16-digit ORCID ID  
sheldon.russel@mailinator.com


example@email.com or 0000-0001-2345-6789


Password  
\*\*\*\*\*


**SIGN IN**

[Forgot your password or ORCID ID?](#)  
[Don't have an ORCID ID yet? Register now](#)

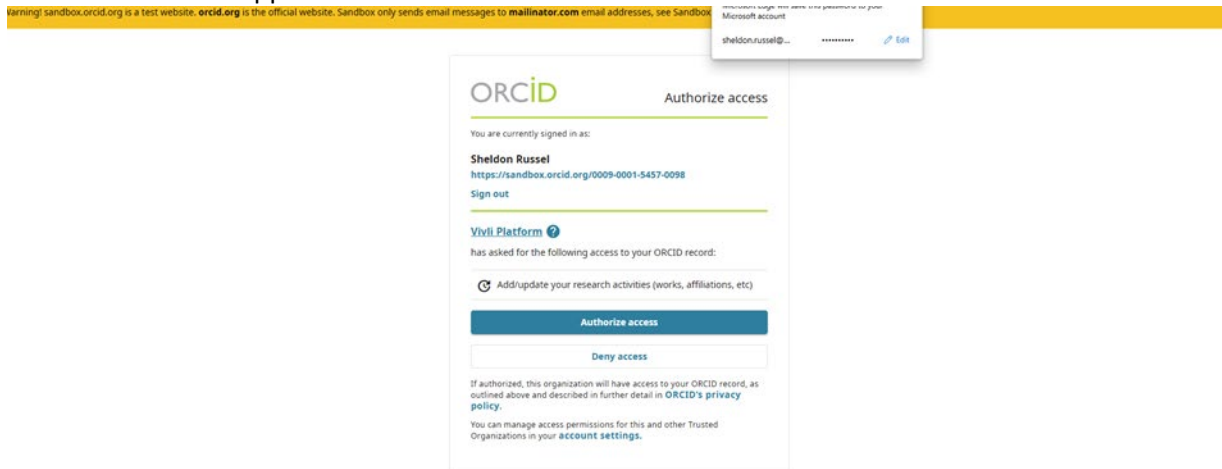
or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

- Note: If you have not completed this process with Vivli before, you will need to press the “authorize access” button that appears.



- You will be redirected back to the Vivli study page and a “work entry” will now be created in ORCID.

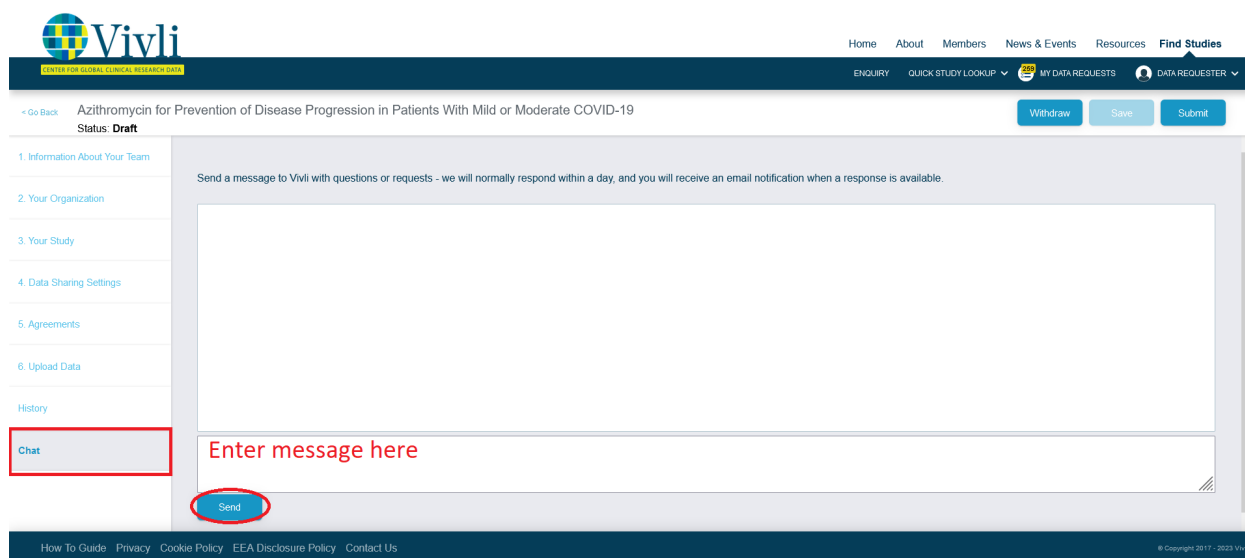


- If there are changes to the research team (a member is deleted, or roles are updated) this will be reflected in the user’s ORCID record.

## 6 Contact the Vivli Team

### 6.1 Using the Platform Chat

- Use the Chat tab on your submission to send a message to Vivli with questions or requests. We will normally respond within a day, and you will receive an email notification when a response is available.



### 6.2 E-mail Vivli Support

- Alternatively, you may email the Vivli team at [support@vivli.org](mailto:support@vivli.org).