

Provisional Institutional Certification

Date: [MM/DD/YYYY] Today's Date

Name of GPA Find the name of your Genomic Program Administrator

Genomic Program Administrator Typically this is "NCI", but it is referenced in JIT request

Select IC, NIH, HHS

9000 Rockville Pike
Bethesda, MD 20892-7395

Re: Provisional Institutional Certification of Your institution name [NAME OF INSTITUTION] for
Enter grant title or DF/HCC protocol number under which you are enrolling patients [NAME OF STUDY/TITLE OF GRANT, GRANT OR PROPOSAL NUMBER] as
part of an expectation of the NIH Genomic Data Sharing Policy

Dear, Your Name of GPA will auto-populate

This provisional certification¹ is being provided pending submission of the Institutional Certification
and is to accompany the Just in Time Information submitted for the above referenced

Grant title or DF/HCC protocol number will auto-populate from Enter PI's name [NAME OF PI], as
part of an expectation of the NIH Genomic Data Sharing Policy,² because [REASON CERTIFICATION ELEMENTS
CANNOT BE MET, E.G., IRB HAS NOT GRANTED FINAL APPROVAL]

Most often you will write "IRB has not granted final approval"

This document serves as an assurance from Your Institution name will auto-populate that future data
sharing outlined in the genomic data sharing plan submitted by Your PI's name will auto-populate for
Grant title or DF/HCC protocol number will auto-populate will be consistent with the elements
delineated in an Institutional Certification³ that will be submitted to the NIH by [MM/DD/YYYY].

Sincerely,

Estimated date for
when the data will
be deposited

Investigator:

Name: Your PI's name will auto-populate Title: Principal Investigator

Signature: Validate and sign... Date: Date signed by PI
PIs signs this once returned by OHRS

Institutional Signing Official:⁴

Name: Institutional Signing Official (ISO) Title:

Signature: Date:

References

1. This document is intended to be used as needed on a case by case basis where the submitting institution, at the time of Just In Time, is unable to provide assurance to the elements of the formal Institutional Certification. An example of when a provisional Institutional Certification would be used would be for a prospective study where the IRB has not completed its review of the protocol and therefore the institution cannot attest to all of the elements of the formal Institutional Certification. In such situations this provisional Institutional Certification will be submitted until a formal Institutional Certification can be provided.
2. https://osp.od.nih.gov/wp-content/uploads/NIH_GDS_Policy.pdf
3. <https://osp.od.nih.gov/scientific-sharing/institutional-certifications/>
4. Under the NIH Genomic Data Sharing Policy, an Institutional Signing Official is generally a senior official at an institution who is credentialed through the NIH eRA Common system and is authorized to enter the institution into a legally binding contract and sign on behalf of an investigator who has submitted data or a data access request to NIH.