

## Sample Institutional Certification

[DATE]  
[NAME OF GPA]  
GWAS Program Administrator  
[INSTITUTE], NIH, DHHS  
[ADDRESS]  
Bethesda, MD 20892-7395

Re: Institutional Certification of [NAME OF INSTITUTION] to Accompany Submission of the Dataset for [NAME OF STUDY] to the NIH Database of Genotypes and Phenotypes (dbGaP).

Dear [NAME OF GPA],

The [name of institution] hereby certifies that submission of data from the study entitled [name of study] to dbGaP meets the following expectations, as defined in the [Policy for Sharing of Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies \(GWAS\)](#) (Notice Number: NOT-OD-07-088):

- The data submission is consistent with all applicable laws and regulations, as well as institutional policies.
- The appropriate research uses of the data and the uses that are specifically excluded by the informed consent documents are delineated.

**Data Use Limitation(s):** \_\_\_\_\_

- The identities of research participants will not be disclosed to dbGAP.
- An Institutional Review Board and/or Privacy Board, as applicable, reviewed and verified that:
  - The submission of data to dbGaP and subsequent sharing for research purposes are consistent with the informed consent of study participants from whom the data were obtained;
  - The investigator's plan for de-identifying datasets is consistent with the standards outlined in the policy;
  - It has considered the risks to individuals, their families, and groups or populations associated with data submitted to the NIH GWAS data repository; and
  - The genotype and phenotype data to be submitted were collected in a manner consistent with [45 C.F.R. Part 46](#).

Sincerely,

Authorized Institutional Official:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Investigator:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_