Getting Started with the Standards Portal

Upload, Discover, and Discuss Standards at the ncipHUB https://nciphub.org/

In this document, we will show you how to
- Access the NCI Standards Portal at https://nciphub.org/portal/nci_portal
- Discover standards for CDEs and CRFs at the Standards Portal
- Create your own customized areas at the Standards Portal for discussion and dissemination of standards
- Upload Common Data Elements (CDEs) and Case Report Forms (CRFs) from the NCI Cancer Data Standards Registry and Repository (caDSR) at https://wiki.nci.nih.gov/display/caDSR to the Standards Portal at ncipHUB

The Standards Portal Home Page

To reach the Standards Portal home page, go to https://nciphub.org/portal/nci_portal. You will be taken to the Standards Portal home page.
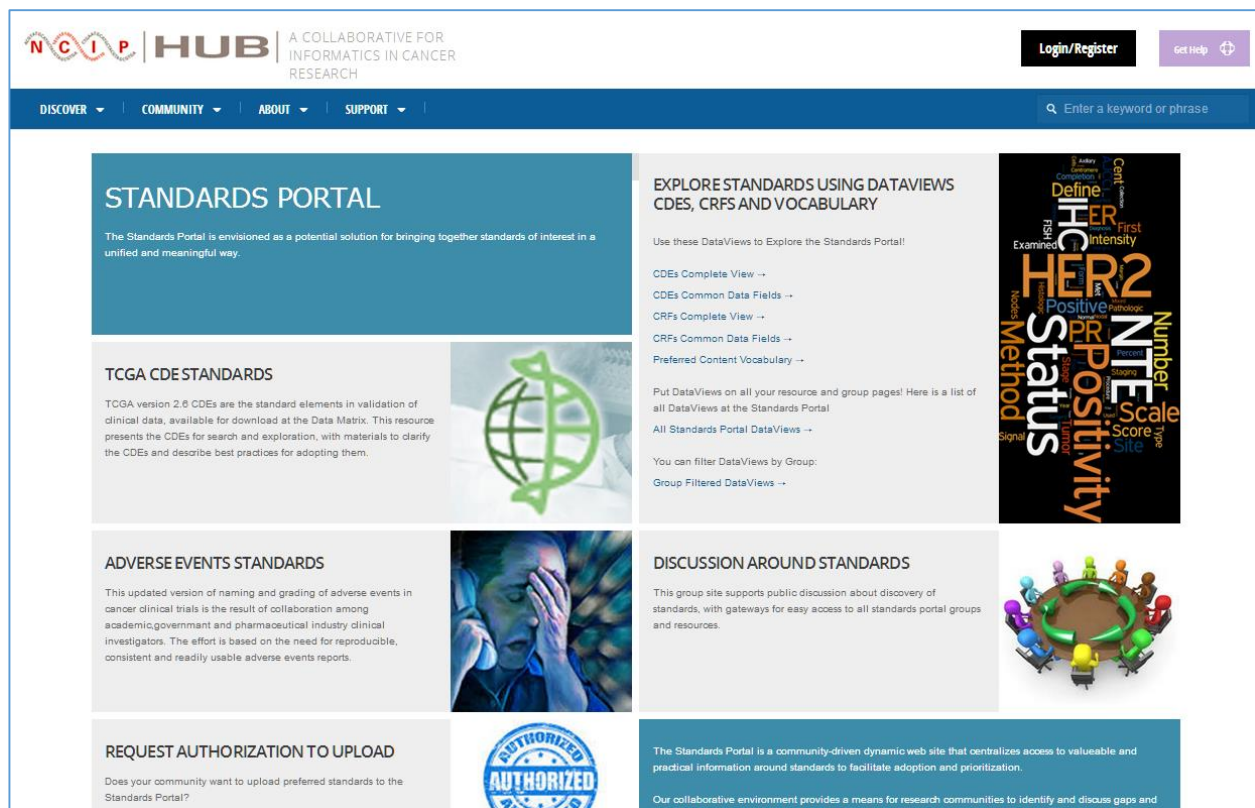
Some of the features of the Standards Portal will require you to register at ncipHUB. You can register by clicking on the Register button at the top right of the home page https://nciphub.org/ and following the instructions.

Discover Standards at the Standards Portal

You can browse, search, explore, drill-down and download standards at the Standards Portal through DataViews. The Portal offers standards exploration for CDEs and CRFs that have been uploaded from caDSR by communities at the Hub using the "Upload" feature.

DataViews also provide direct links back to caDSR and the Term Browser, so you can easily find CDEs, CRFs and Terminology of interest using DataViews, then click the links to go directly to the NCI source standard. A "Complete View" fields for CDEs and CRFs is available for searching and browsing all available data, and a "common data fields" view is available for browsing the essential fields.

The Vocabulary DataView contains all terminology referenced by CDEs and CRFs that have been uploaded to the Standards Portal.

Examples of the CDE, CRF and Vocabulary DataViews are shown below. You can sort any DataView column by clicking the up/down arrow by the column header. Click the column search box for a complete list of unique values in that column. Hover over the column search box to find out how to filter and explore.

Standards Portal CRFs Complete View

⊕ Download   ✖ Fullscreen   ⊗ Clear Filters   𝕋 No-Wrap

Show 10 ▾ entries   First Previous 1 Next Last

Id ▲	Long Name	Definition	Context	Protocol	Wor… Stat…
1	Adverse Event/Serious Adverse Event CTC…	The collection of CDEs used in the Adverse Events…	caBIG	NCI Standard Template Forms	RELE…
2	Adverse Event/Serious Adverse Event CTC…	The collection of CDEs used in the Adverse Events…	caBIG	NCI Standard Template Forms	RELE…
3	NCI Standard Eligibility Template	The collection of CDEs used in the eligibility modul…	NCIP	NCI Standard Template Forms	DRAF…
4	Demography NCI Standard Template	The collection of CD…		dard Template Forms	RELE…
Id	Long Name	Definition			Wor…

Full Text ✖

The collection of CDEs used in the eligibility module. The purpose of the Eligibility CRF module is to establish the outcome of each patient consented and/or screened for the trial, as appropriate.

Show 10 ▾ entries   Showing 1 to …

Standards Portal Preferred Content Vocabulary

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Show 10 ▾ entries   First Previous 1 2 3 4 5 Next Last   Se…

Concept Id ▲	Preferred Name	Long Name	Definition Source	Origin	EVS Source	Term Browser Link	Represent…
2202276	C20985	Ablation	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3225697, 3…
2202287	C25488	Dose	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3232896, 3…
2202289	C25407	Address	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3203074
2202290	C12745	Lymph Node	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3151520, 3…
2202300	C268	Antigen	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3151232
2202301	C16295	Antibody	NCI-GLOSS	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	-
2202303	C16033	Follow-up	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3233301
2202306	C25207	Time	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	2193249, 3…
2202307	C25446	Change	NCI	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	-
2202308	C16342	Biomarker	-	NCI Thesaurus	NCI_CONCEPT_CODE	Go to Term Browser	3008700
Concept Id	Preferred Name	Long Name	Definition Source	Origin	EVS Source	Term Browser Link	Represent…

Pathologist
Polyp
PSA
Protein

Show 10 ▾ entries   First Previou…

The column search box help you search, select and filter column information. DataView support for numeric data includes : >, <, =, >=, <=, !=, range search, filter by pattern, and select value. DataView support for text data includes: filter by pattern, filter by ignored pattern (i.e. not empty), and select text value from drop down list of text values in that column.

Drill-downs are available for finding more information about the content in many of the columns. Links to caDSR and the Term Browser are also available. When you discover content you are interested in, you can connect back to caDSR or the Term Browser using the content links.

Data can be downloaded from the DataView into a spreadsheet by clicking the Download link in the upper left. If your DataView is filtered, only the filtered data is downloaded.

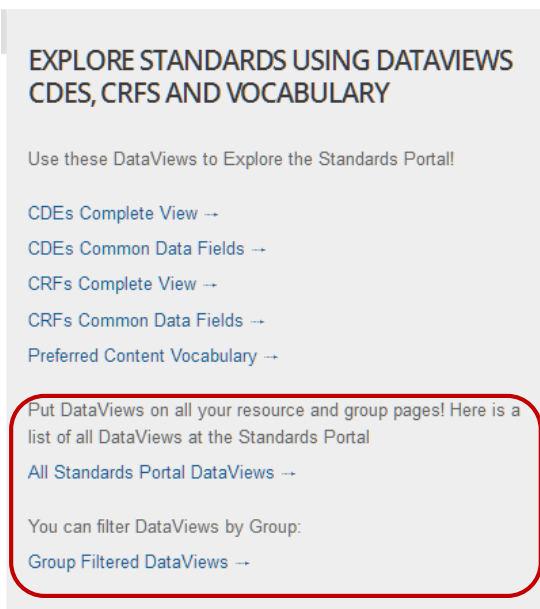# Create Group and Resource Pages for Standards Discussion and Dissemination

You can create your own customized pages at the Standards Portal for discussion and dissemination of standards. You must be registered to create a group or resource. You must also be registered to be a member of any group. You do not have to be registered to access a resource page, although the creator of the resource may restrict access to certain groups (and then you will have to register and be a member of that group to see the resource).

You can create a Group to discuss standards among members of your community. Find out about groups here http://nciphub.org/groups Go here https://nciphub.org/groups/new to create a new group. More information about features of groups can be found here https://hubzero.org/groups (click "Need Help?") and here https://nciphub.org/kb/groups/general. Groups use Wiki format for entering text.

You can create a Resource to present and discuss standards. Find out about resources here https://nciphub.org/resources. Resources are created through a self-guided process that begins here https://nciphub.org/resources/new. Resource pages use HTML for entering text.

You can place DataViews on your group and resource pages so users can explore data directly from your customized area.

Click on the link for All Standards Portal DataViews. There you can choose a DataView for your resource or group page. The Wiki and HTML "code" needed to place the DataView link on your resource or group page is available from the DataView for you to "cut and paste".
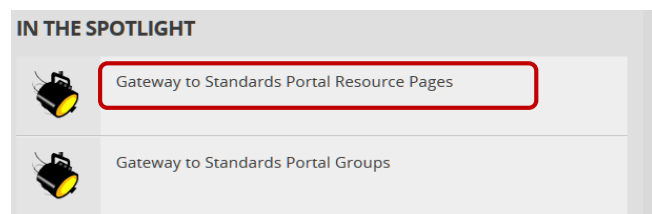

You can also use "filtered" CDE and CRF DataViews for your customized areas. DataViews can filtered by "upload group", so that only the TCGA CDEs or only the Adverse Events CDEs are presented for browsing and exploration. Click the Group Filtered DataViews for the link corresponding to a filtered view.

There is a DataView listing all "standards portal" resources at https://nciphub.org.

The Gateway to Standards Portal Resource Pages is available at IN THE SPOTLIGHT.

If you want your resource to be part of this DataView, you must add a Standards Portal tag to your resource.

Standards Portal Resource Pages

ID	Resource Name	Date Created	View Count	Landing Page Abstract	Tags	Authors
292	Adverse Events Terminology Standards, Data Elements and Case Report Forms	2010-04-19	302	This updated version of nam...	Standards Portal, CTCAEV3, NCI, Adverse Events, CDE, CRF, CTCAE	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
618	TCGA Portal for Common Data Elements	2013-08-05	419	TCGA Common Data Eleme...	TCGA CDEs DataViews, TCGA, Common Data Elements, CDEs, Standards Portal	Ann Christine Catlin, Sumudinie Fernando, Ruwan Egoda Gamage, Denise Warzel, Steven Snyder, Sharon Gaheen
712	NCI Standard CRFs	2013-08-23	268	Working in conjunction with ...	Forms, CRFs, Standards, Standards Portal	Denise Warzel
713	CPTAC CDE DataViews	2013-08-26	175	CDEs are explored through ...	Standards Portal, Adverse Events, CDEs, CPTAC, TCGA, CRFs, Data Views	Sharon Gaheen
716	Standards Portal CDEs Complete View	2013-09-10	124	This DataView for the Stand...	NCI, CDEs, Common Data Elements, DataView, Standards Portal	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
718	Standards Portal CRFs Complete View	2013-09-10	118	This DataView for the Stand...	Standards Portal, NCI, Case Report Forms, CRFs, DataView	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
720	Standards Portal Preferred Content Vocabulary	2013-09-10	120	This DataView for the Stand...	Standards Portal, NCI, Vocabulary, CDEs, CRFs, Common Data Elements, Case Report Forms, DataView	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
722	Standards Portal CDEs Common Data Fields	2013-09-10	113	This DataView for the Com...	Standards Portal, NCI, Common Data Elements, DataView, CDEs	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
724	Standards Portal CRFs Common Data Fields	2013-09-18	48	This DataView for the Com...	DataView, Standards Portal, NCI, CRFs, Case Report Forms	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado

Showing 1 to 9 of 9 entries

There is a DataView listing all "standards portal" groups at https://nciphub.org. The Gateway to Standards Portal Groups is available at IN THE SPOTLIGHT. If you want your group to be part of this DataView, you must add the Standards Portal tag to your group.

The DataView for all standards portal groups presents information for assessing the collaboration and community interaction at the portal. For each group, this DataView presents information for:

- Number of group members and link to group membership page
- Number of visits to the group
- Number of discussions underway and link to group discussion page
- Number of requests in the wish list and link to group wish list page
- Link to wiki articles

Gateway to the Standards Portal Group Sites

Download | Fullscreen | Clear Filters | No-Wrap

Show 10 ▼ entries   First Previous 1 Next Last   Search:

ID	Icon	Group Name	Created	Membership Classification	No. of Members	Group Members	Group Visits	Discussion Forum	No. of Discussions	Wish List	No. of Wishes
ID	Icon	Group Name	Created	Membership Cl...	No. of Mer...	Group Membe...	Group	Discussion F...	No. of Discuss...	Wish List	No. of V...
1099		Standards Portal Authorization t...	2014-03-05	Open	2	Show Members	68	Show Discussions	0	Show Requests	
1100		TGCA Standards Upload	2014-03-06	Invite Only	3	Show Members	34	Show Discussions	0	Show Requests	
1101		Adverse Events Standards Uplo...	2014-03-06	Invite Only	3	Show Members	31	Show Discussions	0	Show Requests	
1102		Eligibility Standards Upload	2014-03-06	Invite Only	3	Show Members	45	Show Discussions	0	Show Requests	
1103		Demography Standards Upload	2014-03-06	Invite Only	3	Show Members	13	Show Discussions	0	Show Requests	
1113		The Standards Portal	2014-03-12	Open	3	Show Members	21	Show Discussions	0	Show Requests	
1114		TGCA Portal for Common Data ...	2014-03-15	Open	2	Show Members	12	Show Discussions	0	Show Requests	
1115		Standards Portal Discussion aro...	2014-03-15	Open	3	Show Members	17	Show Discussions	2	Show Requests	
1116		Adverse Events Standards Disc...	2014-03-15	Open	4	Show	17	Show	0	Show

TCGA CDE STANDARDS

TCGA version 2.6 CDEs are the standard elements in validation of clinical data in the TCGA 2.6 data files, available for download at the Data Matrix. This portal presents the CDEs for search and discovery, with materials to clarify the CDEs and describe best practices for adopting them.

ADVERSE EVENTS STANDARDS

This updated version of naming and grading of adverse events in cancer clinical trials is the result of collaboration among academic, governmant and pharmaceutical industry clinical investigators. The effort is basd on the need for reproducible, consistent and readily usable adverse events reports.

Some resource pages are also available from the Standards Portal Home Page. Click to see the TCGA CDE Standards resource page of the Adverse Events Standards resource page.

At the bottom right of the Standards Portal Home page, you can also see the most recent resource pages created by users at NEW IN RESOURCES. Only resources with the Standards Portal tag are listed there.

Upload CDEs and CRFs to the Standards Portal

Communities want to upload CDE and CRF standards from caDSR to the Standards Portal for exploration, clarification, discussion, dissemination and evolution. A community must be authorized by the NCI standards portal administrators before they are allowed to upload content.

A special group site https://nciphub.org/groups/standardsportaluploadauth has been established at the Standards Portal so administrators can control, manage and track the process of authorizing communities for upload. Any user can request authorization to upload. The authorization group is accessible from the Standards Portal home page.
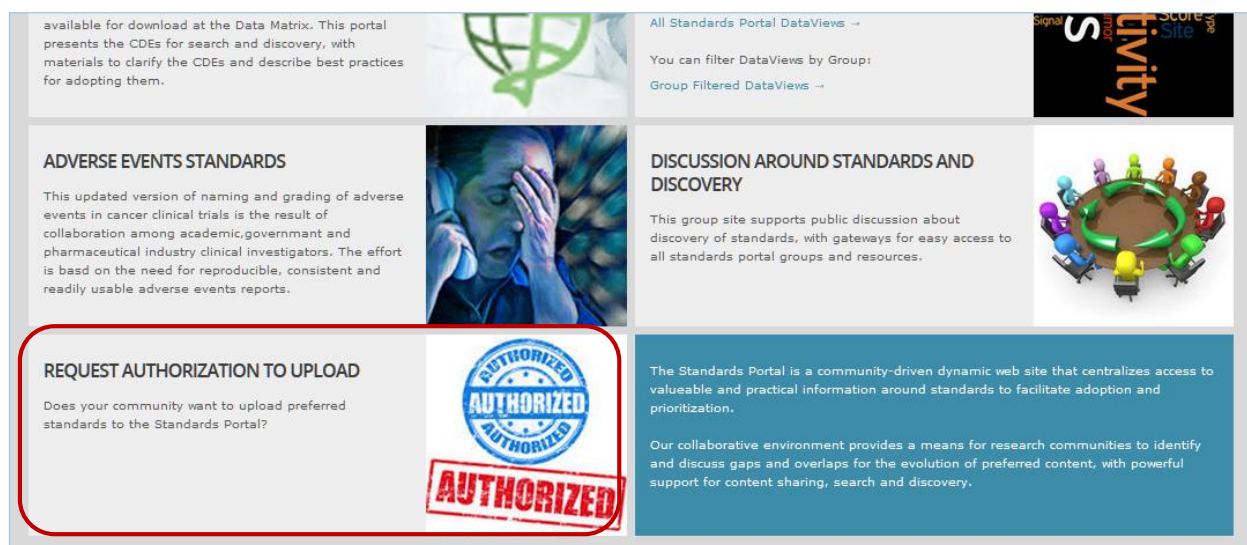
The process for uploading CDE and CRF standards includes four main steps:

Step 1: A community creates a Hub group site for upload staring here https://nciphub.org/groups/new . This is where the upload will take place.

Step 2: The community's group manager then goes to the NCI standards portal authorization group site https://nciphub.org/groups/standardsportaluploadauth to request authorization.

Step 3: Authorization is granted by NCI. A customized Wiki template is generated by NCI for the requesting group's upload and this template is sent to the community's group manager.

Step 4: The group manager pastes the Wiki template into the private area of the community's group site and uses it to upload the caDSR XML files containing CDE and CRF content.

Users can get to the authorization group site by clicking on REQUEST AUTHORIZATION TO UPLOAD on the Standards Portal home page. Instructions for the authorization process are listed at that group site.

Details for Step 1 are listed below. Note that you must be a registered Hub user before you can create a group site at https://nciphub.org/groups/new.

Make sure you have added the required tags for your group.

You are now ready to request authorization at the Standards Portal authorization group site https://nciphub.org/groups/standardsportaluploadauth . First you must click on Join Group to join the authorization group.

You are immediately accepted as a member of this group. You will make your request for authorization here at the Wish List in this group. Details for Step 2 are listed below:

When you click on the Wish List at the Standards Portal authorization to upload group, you will see other requests to upload, some of which have already been granted.

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Click on Add a new wish to make your request. You need to be the group manager to make the request. Include the required link and tags in your request.

The NCI administrator will now consider your request:

The NCI standards portal administrator will first mark your request as Granted. This will track authorization requests for the Standards Portal.
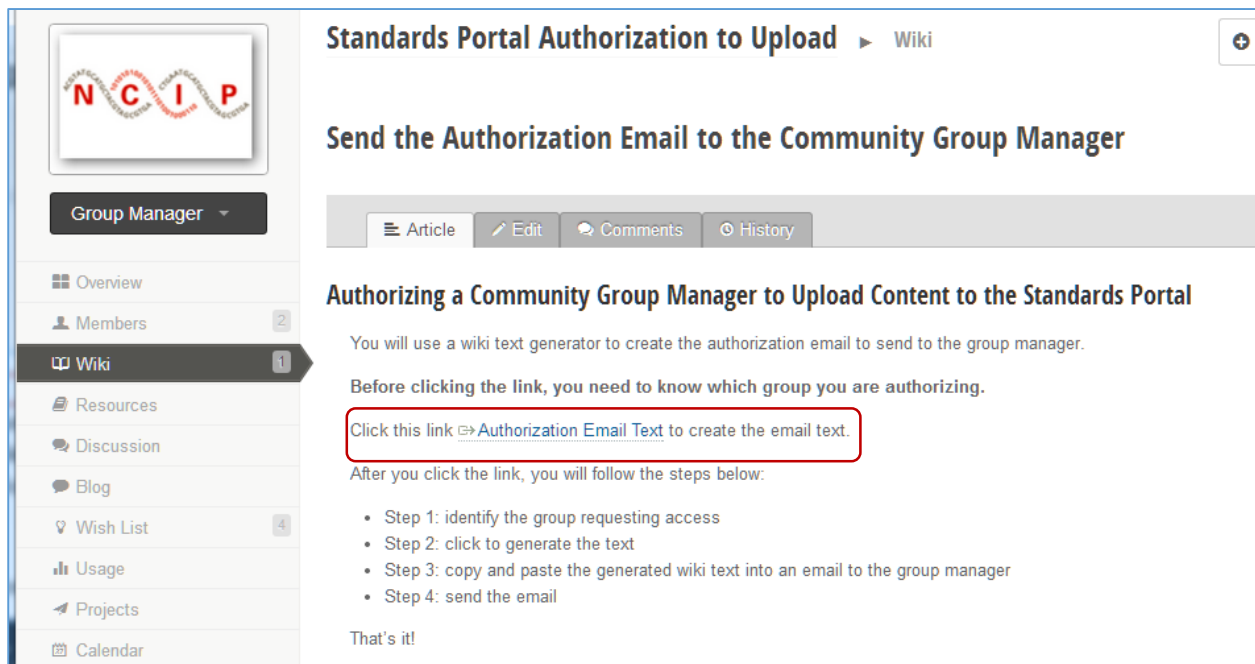
The administrator will then generate and send a Wiki template customized for YOUR group that will allow you to upload your content to the Hub.

To Authorize

Click on the Wiki for instructions (NCI administrators only)
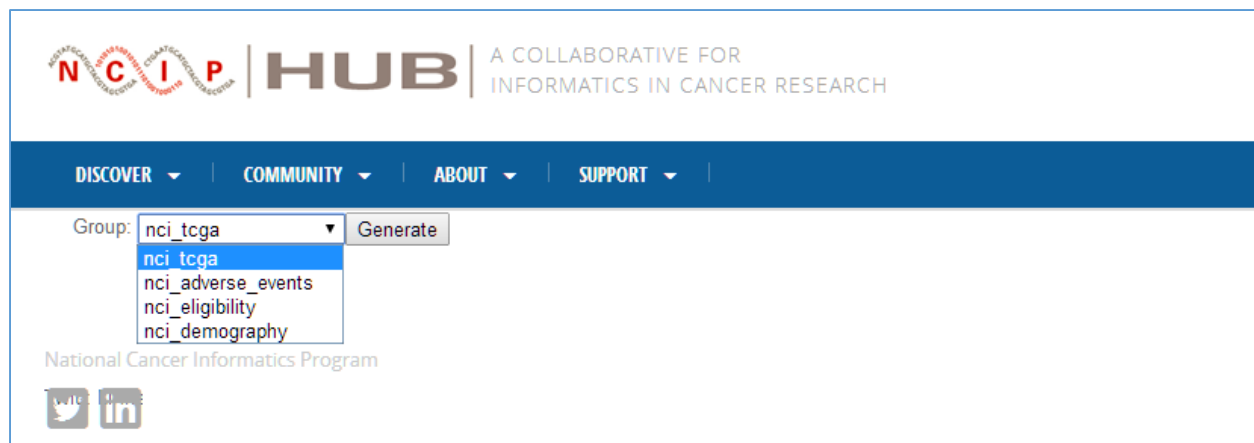
The administrator will click on the Wiki in the left group menu of the Standards Portal authorization group.

Administrators who click on the Wiki menu option will see the page below – it describes how to generate the Wiki template and send it to the group manager requesting authorization. The administrator clicks the link Authorization Email Text.
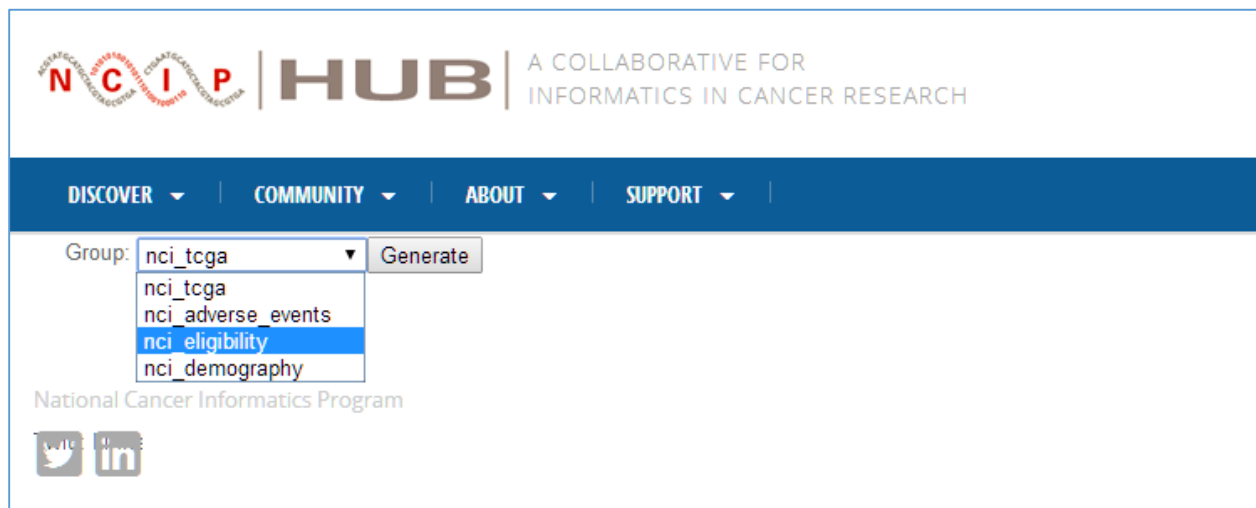
Standards Portal Authorization to Upload ▸ Wiki

Send the Authorization Email to the Community Group Manager

Group Manager ▾

- Overview
- Members [2]
- Wiki [1]
- Resources
- Discussion
- Blog
- Wish List [4]
- Usage
- Projects
- Calendar

≡ Article   ✎ Edit   💬 Comments   ⏱ History

Authorizing a Community Group Manager to Upload Content to the Standards Portal

You will use a wiki text generator to create the authorization email to send to the group manager.

Before clicking the link, you need to know which group you are authorizing.

Click this link ⇢ Authorization Email Text to create the email text.

After you click the link, you will follow the steps below:

- Step 1: identify the group requesting access
- Step 2: click to generate the text
- Step 3: copy and paste the generated wiki text into an email to the group manager
- Step 4: send the email

That's it!

The administrator selects the group that will receive the customized the template.
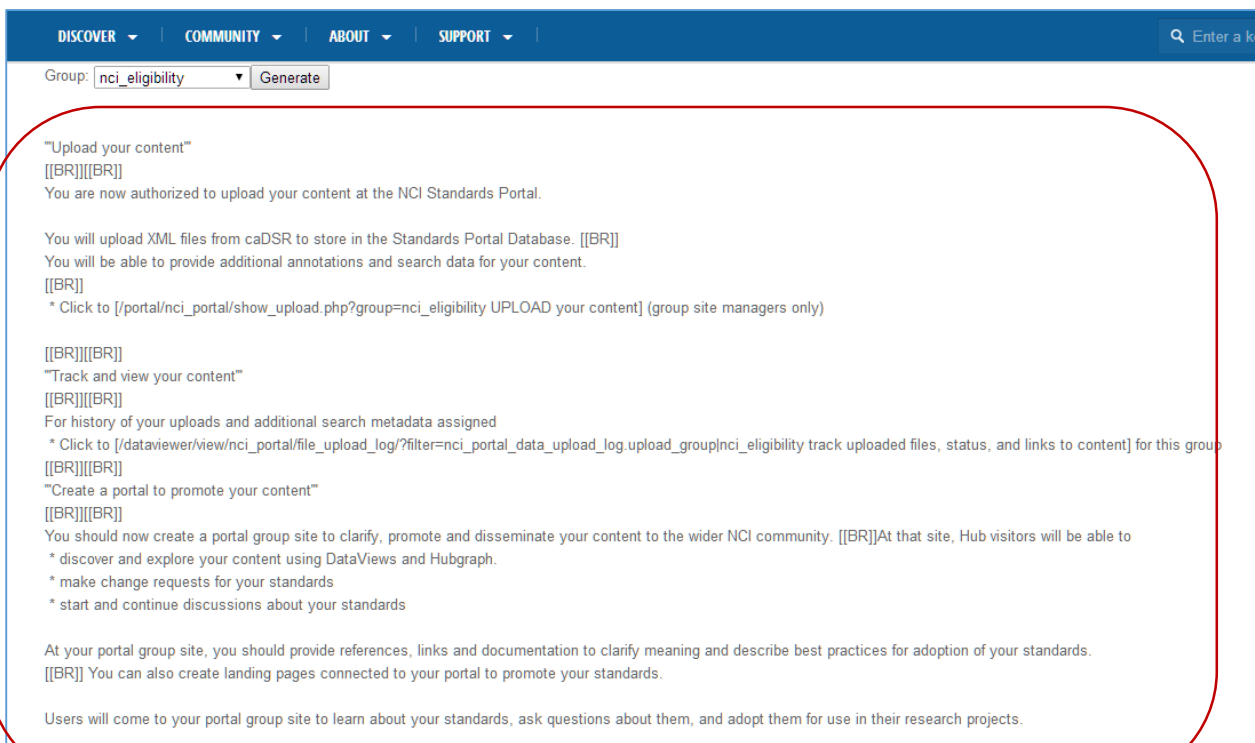
NCIP | HUB   A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH

DISCOVER ▾ | COMMUNITY ▾ | ABOUT ▾ | SUPPORT ▾ |

Group: nci_tcga ▾   Generate
nci_tcga
nci_adverse_events
nci_eligibility
nci_demography

National Cancer Informatics Program

The administrator then clicks the Generate button. An example Wiki is shown below. The administrator will cut and paste this wiki text (outlined in red) into an Email which will be sent to the group manager.

The administrator can now send an email to the manager of the group using the email in the Wish List request. The contents of the generated Wiki page should be copied to the email.

The administrator's job is now done.

As the group manager, you must now complete the process for preparing your group to upload content.

An email granting authorization will be sent to you from the NCI administrators. You should check your email to see if an authorization email has been sent. That email will contain the Wiki text you need for your upload group. Click this email to see the the Wiki text that you will **copy and paste to the Private Area of your upload group**.

Paste the Wiki text to the private area of your group.

Private Description OPTIONAL

```
'''Upload your content'''
[[BR]][[BR]]
You are now authorized to upload your content at the NCI Standards Portal.

You will upload XML files from caDSR to store in the Standards Portal Database. [[BR]]
You will be able to provide additional annotations and search data for your content.
[[BR]]
 * Click to [/portal/nci_portal/show_upload.php?group=nci_eligibility UPLOAD your content] (group site managers only)
 [[BR]] [[BR]]
'''Track and view your content'''
[[BR]] [[BR]]
For history of your uploads and additional search metadata assigned
 * Click to [https://nciphub.org/dataviewer/view/nci_portal:db/file_upload_log/?filter=nci_portal_data_upload_log.upload_group|nci_eligibility
track uploaded files, status and links to content] for this group
```

Wiki formatting is allowed.

The final set of instructions at Authorization to Upload group https://nciphub.org/groups/standardsportaluploadauth is shown below. You have already accomplished the first step – checking for the authorization email, opening the email, copying/pasting the Wiki text to your group site.

If authorization is granted:

1.	You will get an email with a wiki template	a wiki template for uploading caDSR XML files at your Standards Portal group site will be sent to you. You will place the wiki template into the private area of your group site. You get to the private area of your group through **Edit Group Settings**
2.	Assemble your data **at caDSR and save as XML**	you need to assemble your CDEs or CRFs at caDSR, and save in XML file format. Only XML format files can be uploaded at the Standards Portal.
3.	Back at your group, click on the UPLOAD link in that template	You will click on the Upload link in the private area of your group site to upload your XM-format caDSR files. You will be able to add extra search tags and annotations to help users at the Standards Portal discover your content.
4.	You get a log that tracks your upload	You will see a log of your uploads and a DataView to browse and explore your uploaded content at the Standards Portal.
5.	You get a DataView link to explore your data	Click on the DataViews link to search, explore, filter, drill-down and link your standards.

In step 2 above, you need to assemble your content (CDEs, CRFs) at the caDSR repository and save as an XML format file. This XML format file will be uploaded to the Hub Standards Portal.

In this example, you have a CRF for Eligibility to upload at your group site. Click on the Upload link.
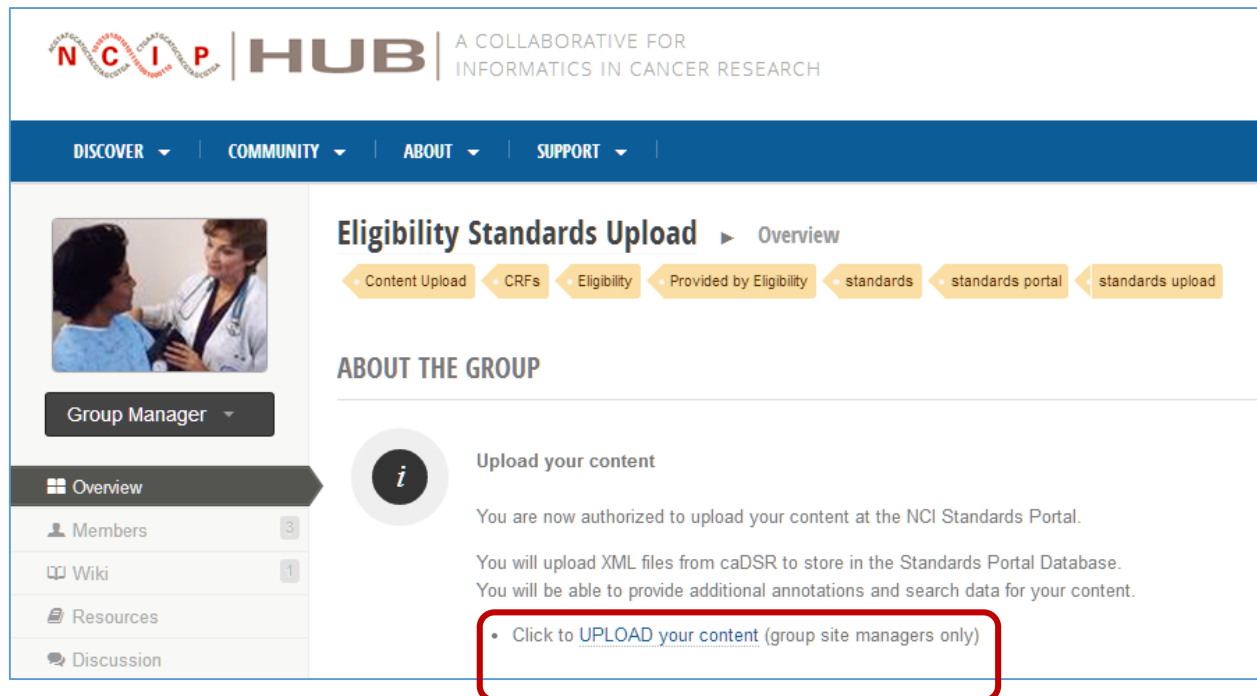
You are now ready to upload the XML file containing a CRF for Demography to the Hub.

When you click on the link to UPLOAD your content, you will

- Browse to select your XML file
- Add public annotations and private annotations
- Add extra search tags (used in discovery)
- Click to upload

Note that there are two search tags, Standards Portal and Standards Upload, that are already assigned to your content.

Depending on the size of the XML file, your content may take some time to upload. There is a maximum file size of 100MB imposed by the Hub web server. When the data is loaded to the standards portal database, you will received a success status in the upload tracking log.

You will also receive links for DataViews, so you can immediately view the CRF standard you just uploaded. Scroll to the right to see all the information columns in the DataView.

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Click the link to view your content:

There are DataView links for viewing the content for each single upload and for all content uploaded by your group. There is also text to copy and paste the DataView URL to a customized resource or group area that you create for discussion, dissemination and clarification of your standards.