Enter Human Subject Study Data Using the Template Transcript

Transcript Disclaimer:
This transcript is NOT a certified transcript, and thus is not a legal document and is not for use in a court of law. The information contained within this document is for general information purposes only.

Welcome to this video tutorial on how to enter inclusion data using the Participant Level Data Template in the Human Subjects System (HSS).

To enter data on a Human Subject Study using the Participant Level Data Template, navigate to the desired study record page. Once there, click the **Edit** button at the top of the screen.

To enter data using the template, scroll to the bottom of the screen. Download a spreadsheet template by clicking on the '*Download Participant Level Data Template*' button.

Fill the template out with data — race, ethnicity, sex or gender, age at enrollment, and age unit. Age at enrollment may be reported in units ranging from minutes to years. Please do not change the template format in any way. Altering the format or category titles will cause an error in uploading.

Once you have completed filling out the template, you can upload the spreadsheet by clicking on the '*Upload Participant Level Data Attachment*' button. This uploaded data will populate the cells in the report.

You can click on the '*Download Current Participant Level Data*' button to download the data for your own records.

Some Notes to consider:
If you plan to upload the data, you must use the template.
Individual-level participant data on sex/gender, race, ethnicity and age at enrollment are required in progress reports for competitive applications submitted for due dates on or after January 25, 2019(See NIH Guide Notice NOT-OD-18-116 for more information).

Several resources are available to assist you with the Human Subjects System (HSS). Please visit the Human Subjects System Overview page at: https://era.nih.gov/hss-overview.htm
And the HSS Training page at https://era.nih.gov/hss-training.htm

This concludes this tutorial on how to enter inclusion data using the Participant Level Data Template in the Human Subjects System (HSS). Thank you for watching.