Depositing Data into CEBS

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This help document will provide instructions for depositing data into CEBS. This will include instructions for Downloading CEBSDataBuilder (used to transfer data into the CEBS file format), how to deposit data, and what types of data can be deposited.

To search the existing data in CEBS, navigate to the CEBS Homepage (http://tools.niehs.nih.gov/cebs3/ui/). There are options to search for studies to use workflows to search for various results. To download all individual animal data, navigate to the Download Data button and use the FTP Server (See this document for further instructions).

1) Accepted Data

CEBS accepts data of interest to environmental health scientists. This data can be from any experimental design or technology. Data from individual animals or subjects is preferred. Data should also include experimental design and protocol details where available.

CEBS accepts data from a wide variety of sources, including:

- National Institute of Environmental Health Sciences (NIEHS) intramural and extramural divisions
- Division of the National Toxicology Program (NTP) studies
- Other U.S. government laboratories
- Academic institutions
- Consortiums
- Pharmaceutical companies

2) Requirements for Submission

In order to submit data to CEBS, you must:

1) Read and accept the CEBS [Terms of Use](#)
2) Contact the CEBS Scientific Administrator with a completed [CEBS Storage and Access Agreement](#)

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3) Provide study annotation metadata to accompany the experimental data

- o The metadata should describe subject types and characteristics, procedures applied to the subjects such as animal maintenance or culture conditions and treatment parameters. You can include information on instruments and software, descriptions of protocols, study conclusions and a link to the scientific paper based on the data.

- o Providing metadata allows the study data to be used in searching, cross-study comparison and analyses as well as potentially used by other databases.

- o For a checklist of the types of information useful for study metadata see:

> [Fostel JM, Burgoon L, Zwickl C, Lord P, Corton JC, Bushel PR, et. al. 2007. Toward a checklist for exchange and interpretation of data from a toxicology study. Toxicol Sci. 99(1):26-34. PMID: 17442663.](#)

o After submission, we will ask you to review the data with the CEBS user interface before we make it public.

3) Formatting Data for CEBS

CEBS uses a special type of file, called Simple Investigation Formatted Text (SIFT) for storing study data. It is an enriched text file format that allows the custom software of the CEBS application to associate synonyms, related terms, and metadata relationships by using the information in the SIFT file and database tables.

A java program called the CEBSDataBuilder can create a SIFT file incorporating your data and study information. This process requires manual entry of terms and that experimental data be stored in a delimited text or Excel file for one click uploading.

The CEBSDataBuilder can be downloaded to your desktop. Full downloading instructions are below.

Should you have many studies to submit, then the CEBS team developers can create programs that will translate your studies into SIFT files. The submitted data files should have a standard format and a well-defined schema.

a) Downloading the CEBSDataBuilder Application

In order to run the .exe file, you need java version 1.5 or higher* installed on your machine. If you don't have java runtime environment installed on your machine, go to http://www.java.com to download and install it. Most machines already have it installed. (*We know that there is a bug in java 1.6.0.1 – 3).

i) Instructions

1) Enter the URL into your browser or click ftp://157.98.192.110/ntp-cebs/
2) Click the Directory link 'tools'
3) Click the Directory link 'SIFT'
4) Click the link CEBSDataBuilder.zip
5) Click Save (saves the zip file to the Downloads folder) or Save As to save the zip file to your desktop
6) Close the FTP window

b) Creating a SIFT File

Run the CEBSDataBuilder executable jar file to create a SIFT. Instructions on how to use the CEBSDataBuilder can be found in the downloaded zip file. The location where the DataBuilder is available for download also contains a file describing the SIFT format. This file also details the different sections within a SIFT.

4) Depositing Formatted Data

Contact the CEBS Team at CEBS-support@mail.nih.gov to deposit your SIFT(s).

Depending on the responses in the CEBS Storage and Access Agreement, deposited data can be housed in CEBS in one of two ways:

1) The SIFT you deposit is loaded into the CEBS relational database. Initially, the data deposited to CEBS is private, until we are notified that it is ready to be made public.
2) The data you deposit will be loaded into a designated data bin in CEBS Bins and privately into the CEBS relational database. You may list individuals that can be granted access to the data through the CEBS Bin Module. Individuals accessing the CEBS Bin Module must have either NIH login credentials, or have been granted an NIHEXT (NIH External User) account.

When the deposited data is ready to be published, contact the CEBS team, and the data will be made public. At that time, the data can be accessed by the public through the CEBS public user interface without a password.

5) Opening Deposited Data

Deposited data that has been made public can be opened from the CEBS user interface at http://tools.niehs.nih.gov/cebs3/ui/ without a username or password.

Private data that has been loaded into a CEBS Bin can be accessed using the following steps:

1) From the CEBS Homepage, click the Open My Data button
2) Log in with your network username and password (NIH or NIHEXT)
3) Click the Private Data button
4) If you have a private bin, your folder(s) will appear. The Point of Contact for the data must fill out the CEBS Storage and Access Agreement form to allow access.

6) Additional Instructions/Information

1) 'CEBS Home' icon returns the user back to the CEBS Home page
2) Downloading and displaying data in Excel
   o Select the Download Data Icon
   o The next screen displays available locations to save data
   o Once a location has been determined, select Save
   o To access the data, go the the location where the data was saved
   o You will notice that the data is saved in text format
   o Open in Notepad or your favorite text editor

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- o Select all by choosing Ctrl + A (PC) or Command + A (Mac). This function will highlight the entire document.
- o Right click your mouse and select copy
- o Open Excel
- o Right click your mouse and select paste
- o Save as an Excel document
- o To add filtering options, navigate to the Data Tab in Excel and select Filter

3) Flash movie running flex code for CEBS indicates a software platform is being used to create graphics or texts for CEBS

4) CEBS data may be cited by navigating to the CEBS Support page, and selecting the Citing CEBS document under FAQs. Here, instructions can be found on citing NTP Data as well as non-NTP data in CEBS.