

LabArchives Instructions for Foreign Subrecipient Data Access to Comply with NIH NOT-OD-23-182

Mount Sinai is using LabArchives to comply with NIH notice “NIH Final Updated Policy Guidance for Subaward/Consortium Written Agreements [NOT-OD-23-182](#).” This notice states that “.. the foreign subrecipient (is) to provide access to copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report, to the primary recipient with a frequency of no less than once per year, in alignment with the timing requirements for Research Performance Progress Report submission. Such access may be entirely electronic.”

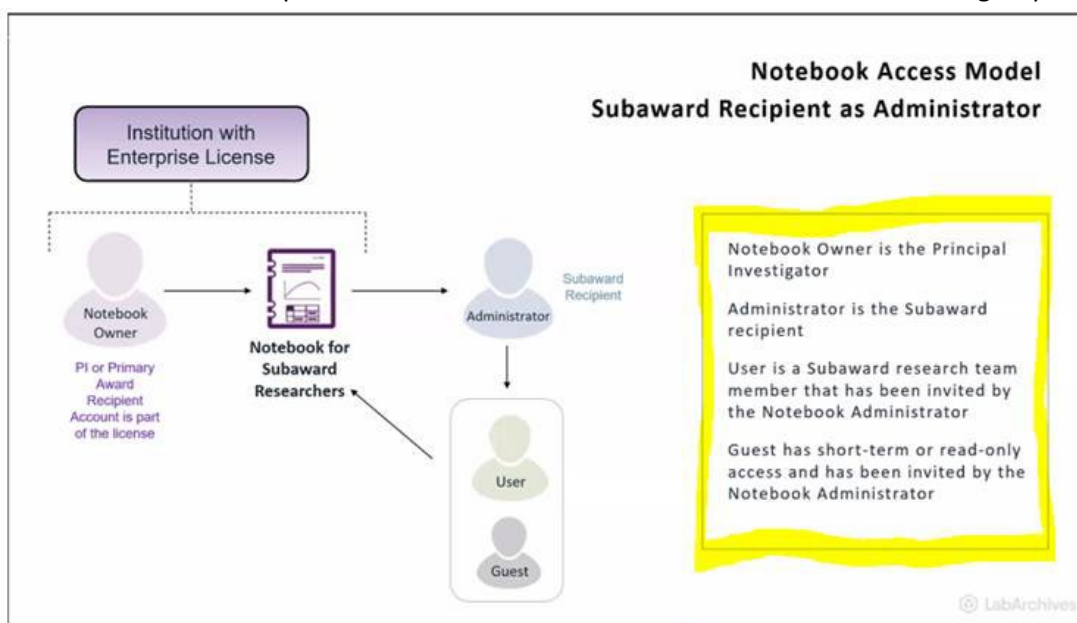
LabArchives is a web-based application designed for scientists to organize and share their laboratory data with their colleagues, friends, students, or anyone across the world.

Features

- Mount Sinai PI can create notebook(s) for subrecipients and their team members for ongoing use.
- Subrecipients can scan existing notebooks (if paper) and upload to Electronic Lab Notebook (ELN).
- Provide read-only access to templates/custom resources to be used across the project via a separate resource notebook.
- Utilize a notebook for storing agreements.
- Use the Comments feature for contextual communication.

Roles Assignment

The Mount Sinai PI, who is the “Notebook Owner” sets up the foreign subrecipient PI as “Administrator.” The subrecipient PI or the ISMMS PI can invite other members of the group to access



the notebook and add data.

Instructions for Adding Notebooks, Data, and Documentation

The subrecipient PI and team can upload notebooks, data and documentation as specified in the NIH notice above. Please review the [Adding Attachments](#) link and the [Create Entries](#) webpage for additional instructions.

Log in from United Kingdom, European Union, Australia, or New Zealand

If you are located in the United Kingdom, European Union, Australia, or New Zealand, login at <https://mynotebook.labarchives.com/> If accessing LabArchives from these regions, you may see a prompt to select a server.

In order to access the data owned by ISMMS, the user must login to the US server (<https://mynotebook.labarchives.com/>)

Training and Support

The LabArchives team is available for training. Users are welcome to contact our support team support@labarchives.com for additional assistance.