

Procedure to request Access to CLIR

Updated: September 8, 2017

1. Go to CLIR login page (<https://clir.mayo.edu>)
2. Select ***New User?***
3. Provide the personal information requested. NOTE: use of institutional email addresses are strongly encouraged instead of private, not-verifiable emails (gmail, yahoo, etc.)
4. Enter in the COMMENTS section a statement of interest, it MUST include to which application(s) access is being requested AND a notification of BEING READY to submit adequate data (see below). Requests related to future projects and/or blank comment fields will be ignored.
5. Select ***Send Request.***
6. Your request will be processed in the order it was received, depending on traffic it should be completed within 2-3 working days
7. A return message from RSTCLIRsupport@mayo.edu will include the blank template for submission of reference data. Please comply with the following requirements:
8. Data must be submitted using the provided .csv template, other formats will be rejected as invalid and no further action will be taken by the CLIR team
9. Include ONLY cases reported as screening negative
10. Repeat samples are acceptable
11. Do not alter the content of rows 1-3 and the columns provided for covariate values
12. The ORDER (left-right) of the marker columns can be changed, markers not included in your panel can be deleted.
13. Do not include ratios, they are calculated by the software
14. Do not include ZERO values or negative values
15. Do not include cases with MISSING age or BW value
16. For NBS data, exclude cases with
 - a. Age =0 (zero) hours and >10,000 hours (~1yr of age)
 - b. BW <250 grams and >8,000 grams
17. To match the requirements of the adjustment builder for location, the COUNT of reference cases MUST BE >5,000, 10,000-50,000 is the ideal size of a new submission, do not submit >100,000 profiles. Consider submitting your most recent data.
18. Your contribution will be evaluated for possible errors (column switching is not uncommon) and possible exclusion of gross outliers (for example, Phe =2,000)
19. If deemed acceptable, the file will be uploaded to CLIR
20. A notification will be sent that reference data have been uploaded and the template for POSITIVE CASES will be sent to the user along with a list of conditions showing the proper description to be used. Depending on the application, the expectation is to submit at least 50 cases, including TRUE and FALSE POSITIVES.
21. Case data must be submitted using the provided .csv template, other formats will be rejected as invalid and no further action will be taken by the CLIR team
22. Once the cases have been submitted, they will be verified using the tool runner functionality. Cases with not informative scores or biochemical evidence suggestive of a different condition will be quarantined pending further verification.
23. Access as DATA SUBMITTER to CLIR is provided to the requesting user with a reminder to
 - a. Verify the chosen name of the new Location
 - b. Provide the name(s), email address(es) and desired role (data submitter, data viewer) of additional users for the same location.