



## Signing Officials (SO)

### Lost Passwords

**I'm a Signing Official (SO) for my institution, and forgot my password. Could you please assign me a new password?**

The login passwords are managed directly through the NIH eRA system. Please see [here](#) for how to reset password.

(07/12/2012)

### How to Sign Off on a Data Access Request?

**I'm the Signing Official (SO) for my institution, and would like to sign-off on a Data Access Request, but cannot find where I'm supposed to do this.**

1. Log into the [dbGaP authorized access system](#) using your eRA account login credentials.
2. As this will be your first time using the system, you will first be taken to a "Preferences" page where you will need to complete basic contact information (address, email address, etc) needed by the dbGaP system. Once this is complete, you will not have to fill it out again in order to access the system in the future. Should your contact information change in the future, you can click on the "Preferences" link located in the cream-colored box located to the right of your "SO Projects" page, or click on the "My Profile" tab located near the top of the page.
3. After supplying the system with your contact information, you will be taken to the "SO Projects" page, which lists your queue of research applications needing review and approval.
4. To approve a request, simply click on the title of the request. You will then need to check the two boxes located in front of approval statements. Once this is done, click the "Approve and Submit to DAC" button. This will route the application to the appropriate NIH Data Access committee (DAC) for review.

(06/17/2011)

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### Changing Signing Official

**The Signing Official (SO) currently assigned to the Principal Investigator's (PI's) dbGaP project is incorrect. How can I change the SO?**

The Signing Official (SO) for a dbGP project can only be made by the Principal Investigator (PI). Please see [here](#) for more about how to make the change. (09/30/2011)