How to Provide Corrected Files for NDA QA Resubmission

Last Updated: April 2022
Navigate to NIMH Data Archive (NDA) homepage: https://nda.nih.gov/
Navigate to “Tools” > “Validation & Upload Tool”
Select “Launch the HTML Validation and Upload Tool”
Select “Create New Submission”
Select “Choose Files” and then, choose your file(s).

**Please submit all data structures included in the submissions that were identified with QA errors even if certain data structures did not have the QA errors.**

If your submissions involve associated files, which do not need replacing, please contact the NDA Help Desk (NDAHelp@mail.nih.gov).
Ensure that there are zero errors after uploading your .csv file(s).
Click “Request Help” to inform NDA that you are submitting your corrected files.
Request Help Form

Please fill out this form to submit a ticket to the NDA Help Desk.

* NAME
* USERNAME
* EMAIL
COLLECTION ID
* MESSAGE
Fill out Name, Username, Email, Collection ID
In the message box, explain that you are attempting to resolve issues with your files by providing the corrected files. Please include the word “Re-submission” and the Submission ID(s) you are correcting in your message.
Select “Submit Help Request”

The files you chose with “Choose Files” will be sent along with your help request to the NDA staff.
Once your ticket has been created, please click “Close” to continue with your submission.
Click “Build Package”

Please include the word "Resubmission" in the Title
If all information you specified to this point is correct, continue to the submission step. Be sure to check the acknowledgment checkbox and continue the submission.
If the process is successful, a confirmation message informs you that your submission was successfully submitted.