

Instructions for registering a VA research biorepository on the Global Registry of Scientific Collections (GRSciColl) website at <http://grscicoll.org>. Starred* items are required.

- 1) Go to <http://grscicoll.org>
- 2) Click on the **Institutions** tab
- 3) Enter "**Veteran**" into the Keyword Search box
- 4) Department of Veterans Affairs located in Washington, D.C. should be listed. Click on that link.
- 5) This will bring you the main institution page for Veterans Affairs. Then click on "**Add Collection**".
- 6) The **Institution Name** on the following page will be pre-populated.
- 7) *Enter the name of your biorepository or collection into the "**Collection Name**" box. For example, this could be Veteran Lung Spore Biorepository or VA Alzheimer's brain bank.
- 8) *Enter in a short alphabetical code into the "**Collection Code**" box. For example, Veteran Lung Spore Biorepository could be entered as VLSB.
- 9) *Choose "**Institutional**" for Accession Status. All collections or biorepositories entered on this website are considered institutional. *Collections being banked or stored for use in one project only, or not for future use, are not subject to VHA Directive 1207.xx on registration.*
- 10) *Choose "**Active**" under the Status of Collection.
- 11) If there is a url or website for the collection or biorepository enter it into **URL for Collection**, otherwise leave blank.
- 12) If there is a url or website for the collection or biorepository's specimen catalogue or database enter it into **URL for Collection's Specimen Catalog/Database**, otherwise leave blank.
- 13) If there is a url or website for the collection or biorepository's web services enter it into **URL for Collection's Web Services**, otherwise leave blank.
- 14) *Choose from the drop-down list provided for **Collection Content Type**. Please note that you should choose something in the Biological or Human Derived categories. This can be whatever closely describes what your collection or biorepository contain. **NOTE:** *You can choose more than one type.*
- 15) *Choose from the drop-down list provided for **Preservation Type**. This can be whatever closely describes the way your biospecimens are stored in your collection or biorepository. **NOTE:** *You can choose more than one type.*

- 16) * Provide a description of your collection or biorepository in the **Collection Description** box. *Refer to the VA ALS brain bank example for guidance.*
- 17) Describe any rules or requirements for access in the **Access Eligibility and Rules** box. For example this could say, "Biospecimens may only be given to qualified investigators with an IRB approved protocol." This may be left blank, but note that interested investigators may want to contact you for more information.
- 18) *Fill out the **Collection or Biorepository's physical address and mailing address** (if different than its physical location).
- 19) *Enter a primary contact for the collection or biorepository into the **Collection's Primary Contact** box. You will also notice the **Register a Staff Member** icon under this box. For example there may be a biorepository director you would list as the biorepository's primary contact and technicians who work in the biorepository as staff members. You may have a primary contact and no staff members. Note that the primary contact will more than likely receive all inquiries or correspondence regarding the biorepository.
- 20) Click **Save** at the bottom left of the page.
- 21) Please note that it takes about 24-48 hours for the entered information to be approved by the webmasters. You should go back into the website a couple days after entering the information to ensure it is there. This can be accomplished by going to the **Institutions** page, entering "Veteran" into the search box, clicking on **Veteran Affairs**, and going down that main page to see it listed under institutional collections. If it is not listed there, give it a few more days. After this, if it is still not showing up, contact VA off-site tissue banking at vhacoofftiss.vhacoofftiss@va.gov. **Note:** If you are experiencing difficulties with the website itself, not related to how to enter collection information, please contact the website staff members by clicking on the **Contact GRSciColl** link at the bottom right of the main page. **VA does not host or maintain this website.**