

UK Biobank

Return of Results User Guide

Version 1.0

<http://www.ukbiobank.ac.uk/>

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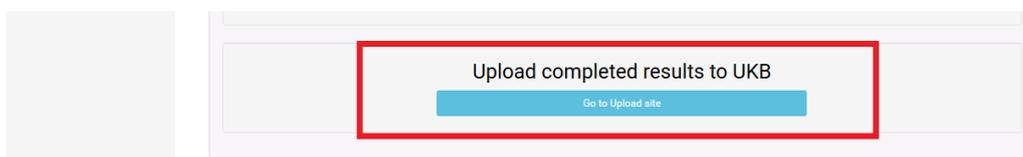
Please read this document prior to uploading your files so that you can check you have assembled all the relevant metadata for each type of file.

1. How to upload results

1.1. Navigate to the Returned Results webpage

1.1.1. Log on to the Access Management System (AMS), click on Projects, click View/Update on the project for which you want to return results, and then click on the “Admin” tab.

1.1.2. Scroll to the bottom of the “Admin” tab, and click on “Go to Upload site”:



This will take you to the Return of Results Upload Site.

1.2. Uploading different types of results

1.2.1. Please upload your results into the appropriate upload category, as described in the table below, and label your files clearly.

Note: File names should not contain non-ASCII characters.

Results to return	Type of file	Upload category
Publication details	Journal article	Manuscript
	A short and simple paragraph that summarises your findings	Additional Documentation
Individual-level data-fields derived from bulk or linked data	File containing individual-level data (i.e. the EIDs and corresponding values for derived fields)	Data file
	The underlying syntax/code used to generate derived data-fields	Program Source Code
	A description of the methods used to generate any derived data-fields (if not available in sufficient detail in the publication)	Additional Documentation
	A data dictionary for the derived fields. As a minimum, this should contain the variable names as they appear in the data file, along with clear variable descriptions and units of measurement	Additional Documentation
Information relating to the results	The underlying syntax/code (e.g. SAS, R, STATA) used to generate the results	Program Source Code
	Any other data files (e.g. supplementary material), data dictionaries, location of GWAS summary statistics, location of results if not a journal output (e.g., online, social media, etc.)	Additional Documentation

1.2.2 Select the type of file you wish to upload by clicking on the relevant button in the bottom panel of the Return of Results Upload Site, and then select the “Enter Item Details” button:

Returned Results Application Researcher

This application has not yet returned any results. Please use the form below to submit them.

Upload results from Application

To return a file containing results please indicate the type of information it contains by selecting one of the options below then clicking the “Enter Item Details” button to proceed. Items such as supplementary materials, lay summary of research findings, methods used for derivation of returned variables etc should be categorised as Additional Documentation.

Manuscript
 Data File
 Program Source Code
 Additional Documentation

Enter Item Details

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1.2.3 Once you have made the selection of which type of file to upload, if you wish to return to the main Return of Results webpage, use the “Returns” button in the top right of the screen. You can also choose to return to AMS at any time by pressing the “AMS” button.

IMPORTANT: Please do NOT encrypt the file before uploading, as the upload system encrypts all files automatically.

(A) Manuscript

1.2.4 If you selected to upload a manuscript, you will see the following screen where you should enter the manuscript details before clicking “Select File”:

Enter details for new Manuscript Application 40541

All fields are mandatory unless marked optional.

Application ID used to generate these results
40541

Title

First Author

Journal

Year of publication

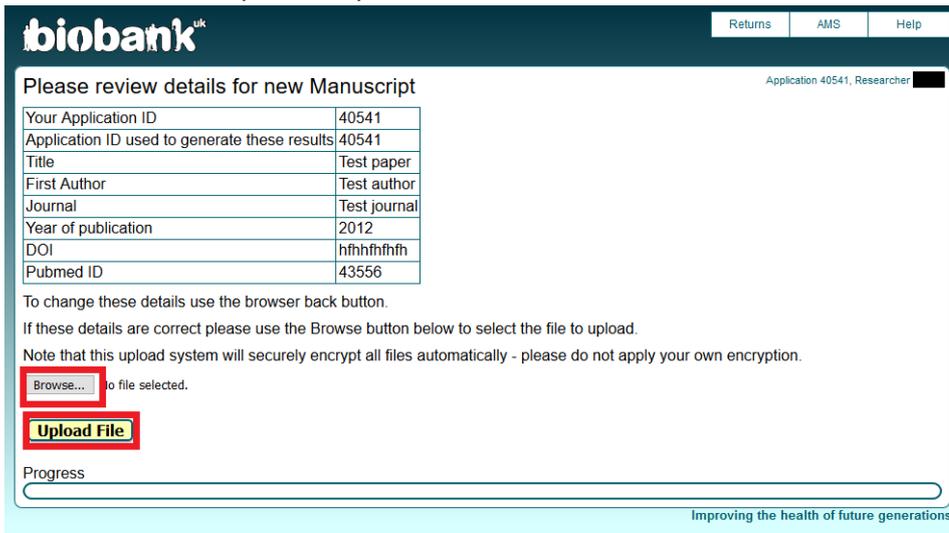
DOI

Pubmed ID optional

Select File

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1.2.5 You will be asked to review the manuscript details before using the “Browse” button to locate the manuscript file on your device:



The screenshot shows a web interface for reviewing manuscript details. At the top, there are navigation links for 'Returns', 'AMS', and 'Help'. The main heading is 'Please review details for new Manuscript' with a sub-header 'Application 40541, Researcher'. Below this is a table of manuscript details:

Your Application ID	40541
Application ID used to generate these results	40541
Title	Test paper
First Author	Test author
Journal	Test journal
Year of publication	2012
DOI	hfhfhfhfh
Pubmed ID	43556

Below the table, there are instructions: 'To change these details use the browser back button. If these details are correct please use the Browse button below to select the file to upload. Note that this upload system will securely encrypt all files automatically - please do not apply your own encryption.' There is a 'Browse...' button with the text 'No file selected.' and a red box around it. Below that is a red box around the 'Upload File' button. At the bottom, there is a 'Progress' bar and the Biobank logo with the tagline 'Improving the health of future generations'.

1.2.6 Select the manuscript file and click “Upload File”. Once upload is complete, you will be returned to the main Return of Results webpage.

(B) Data File

Note: A Data File is a file consisting of novel individual-level data fields derived from [bulk data](#), [linked data](#) such as electronic health records, or data derived from geographical co-ordinates. Individual-level data means data values for each individual in all, or some subset of, the UK Biobank cohort.

Note: Summary statistics or other derived data that are not individual-level, or not derived from bulk/record data, should not be uploaded as a Data File but instead as an Additional Document (see [section 1.2 \(D\)](#)).

1.2.7 If you selected to upload a data file, you will see the following screen where you should enter the file details before clicking the “Select File” button at the bottom of the page:

biobank^{uk} Returns AMS Help

Application 40541, Researcher [redacted]

Enter details for new Data File

Please only upload data files that contain novel variables derived from bulk data (please refer to the [data showcase](#) for a list of bulk data items) or linked data such as electronic health records

All fields are mandatory unless marked **optional**.

Application ID used to generate these results
40541

Number of derived variables
[input field]

Description of derived variables (i.e. number of participants, type of variables and measurement units, etc.)
[text area]

Are the returned variables an update to previously returned dataset?
 Yes No

Will the returned variables be updated for additional participants at a later date?
 Yes No

Publications this data file relates to (include first author, title, journal, year) **optional**
[text area]

Details of licensing requirements for publishing these data (required if the data file contains fields derived using data linked sources other than UK Biobank e.g. meteorological weather taken from government website) **optional**
[text area]

Select File

1.2.8 You will be asked to review the data file details before uploading the relevant file.

Note: If you have multiple files of the same type, e.g. two csv files with different derived variables, that relate to the same manuscript/publicly available output, these can be zipped into a folder and uploaded as a single file. Please ensure the details you have entered describe all files.

(C) Program Source Code file

Note: Please ensure the coding file used to generate the returned results is well annotated so that others can easily understand your code. We recommend obtaining a DOI for your code (e.g. from github or similar) to allow appropriate referencing of its use by others.

1.2.9 If you selected to upload a program source code, you will see the following screen where you should enter the appropriate details before clicking the “Select File” button at the bottom of the page:

biobank^{uk} Returns AMS Help

Application 40541, Researcher

Enter details for new Program Source Code

All fields are mandatory unless marked **optional**.

Description (e.g. generation of derived variables, generation of analysis results)

Publications this code relates to (include first author, title, journal, year) **optional**

Languages (e.g. SAS/STATA/R)

Platform used to execute code (e.g. windows, MAC, linux, UKB web-platform) **optional**

DOI of code **optional**

Select File

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1.2.10 You will be asked to review the program source code details before uploading the relevant file.

(D) Additional Documentation

Note: Please provide any other pertinent information relating to your results as additional documents. Please also upload here other publicly available results, such as conference abstracts (if not intended to be published in a journal) or results posted online (e.g., on a website or via social media). This includes the location details of GWAS summary statistics.

1.2.11 If you selected to upload an additional document, you will see the following screen where you should enter the appropriate details before clicking the “Select File” button at the bottom of the page:

biobank^{uk} Returns AMS Help

Application 40541, Researcher

Enter details for new Additional Documentation

All fields are mandatory unless marked **optional**.

Description of document

Publications this additional documentation relates to (include first author, title, journal, year) **optional**

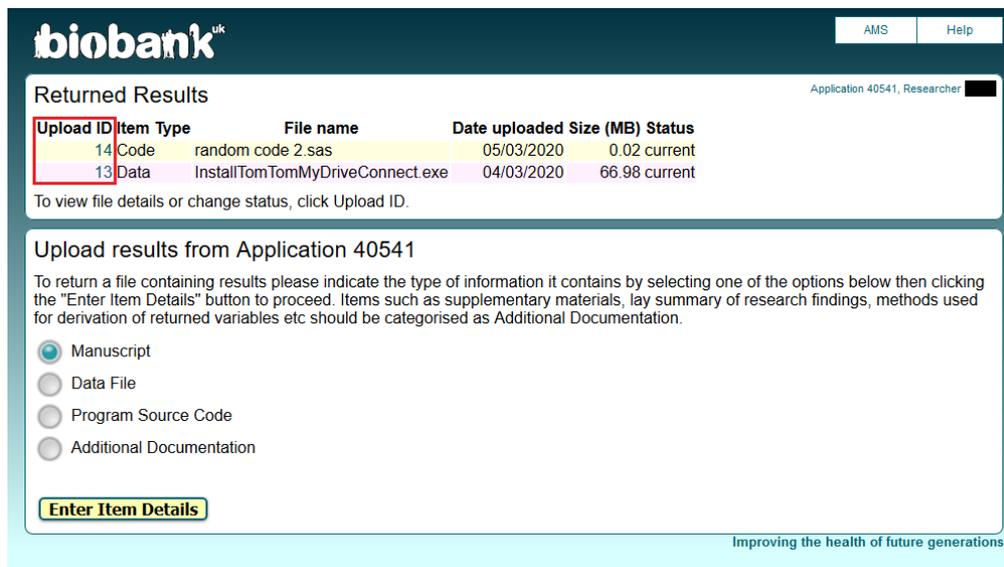
Select File

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1.2.12 You will be asked to review the additional document details before uploading the relevant file.

1.3. Reviewing your uploaded files and removing files

1.3.1 The top panel on the Return of Results homepage lists all the files which have been uploaded via your Project, along with information such as the type of file and when it was uploaded:



Returned Results Application 40541, Researcher [redacted]

Upload ID	Item Type	File name	Date uploaded	Size (MB)	Status
14	Code	random code 2.sas	05/03/2020	0.02	current
13	Data	InstallTomTomMyDriveConnect.exe	04/03/2020	66.98	current

To view file details or change status, click Upload ID.

Upload results from Application 40541

To return a file containing results please indicate the type of information it contains by selecting one of the options below then clicking the "Enter Item Details" button to proceed. Items such as supplementary materials, lay summary of research findings, methods used for derivation of returned variables etc should be categorised as Additional Documentation.

- Manuscript
- Data File
- Program Source Code
- Additional Documentation

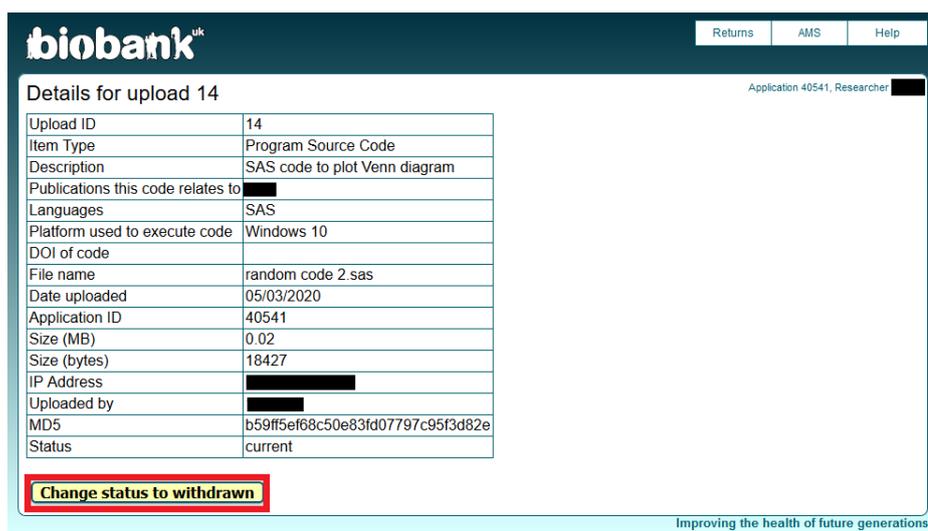
[Enter Item Details](#)

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1.3.2 Once your files have been uploaded, you do not need to take any further action. Any file that is displayed in the "Returned Results" panel on the main page and has not been withdrawn (see section 1.3.4), will in due course be included in the UK Biobank Data Showcase.

1.3.3 Clicking on the Upload ID for a return displays all the details that were entered for that file, along with information about who uploaded the file, the IP Address and a MD5 checksum. To ensure the file has uploaded correctly, you can compare the MD5 checksum to that of your original file.

Note: You cannot download files displayed in the "Returned Results" panel for review.



Details for upload 14 Application 40541, Researcher [redacted]

Upload ID	14
Item Type	Program Source Code
Description	SAS code to plot Venn diagram
Publications this code relates to	[redacted]
Languages	SAS
Platform used to execute code	Windows 10
DOI of code	
File name	random code 2.sas
Date uploaded	05/03/2020
Application ID	40541
Size (MB)	0.02
Size (bytes)	18427
IP Address	[redacted]
Uploaded by	[redacted]
MD5	b59ff5ef68c50e83fd07797c95f3d82e
Status	current

[Change status to withdrawn](#)

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1.3.4 If you realise you have uploaded a file in error, or any of the description items are incorrect, you can choose to withdraw the item by clicking on the "Change status to withdrawn" button.

2. What if I experience problems uploading a file?

- 2.1 If you experience any problems uploading a file, please contact us at access@ukbiobank.ac.uk to provide details. If you can provide screenshots of your problem, that usually allows us to resolve issues more quickly.

3. What happens next?

- 3.1 Once you have uploaded your results, your files will be reviewed by UK Biobank and we will get in touch with you if something is not clear or we need further information.
- 3.2 UK Biobank will either make your returned results available via the Showcase Returns Catalogue or as new data-fields integrated into the main database.
- 3.3 UK Biobank tries to make results available as soon as possible after receipt, but due to the high volume of returned results, it can take some time for them to be processed and made available to others.
- 3.4 If you are returning derived data fields to UK Biobank that collaborators are keen to access or that are required for another UK Biobank project, please make the Access team aware of this so that we can take this into consideration when determining priorities.