

Utilization Process

1) Preliminary account registration

If you already have an account for the iCROWN Repository Portal, you may skip steps 1) to 3) and proceed directly to step 4).
If you do not have an account, please click [\[here\]](#) for preliminary account registration.



2) Account issuance application

After completing the preliminary account registration, submit an account issuance application. You may also apply for accounts for your co-researchers at the same time.



3) Complete e-Learning

Once you have been issued an account, you will be required to take three e-learning courses (research ethics, pathogen training, and ethics guidelines).



4) Browse the showcase

After completing the e-learning and having your status approved, you can search for specimens and data collected in the iCROWN repository. Please use this information as a reference when considering your application. Log in to [the Repository Portal](#), and select “launch showcase” from the utilization dropdown menu.



5) Research consultation

Contact [the iCROWN Utilization Desk](#) via email. We will provide you with an overview of the specimens and data within the iCROWN repository and discuss with you what will be used in your research.



6) Utilization application

If the consultation confirms that you can proceed with utilization, we will send you the necessary forms by email. Please fill these out. Once you submit the necessary application documents, we will review them. After confirming that all necessary information has been properly completed, the utilization subcommittee will deliberate on the utilization.



7) Receive specimens and data

Upon approval by the utilization subcommittee, a Material Transfer Agreement (MTA) will be concluded. The specimens will then be shipped to you from the Japan Institute for Health Security. Data will be provided to you by the analysis laboratory within the Japan Institute for Health Security.



8) Report research outcomes

Please note that a utilization report must be submitted each fiscal year. Additionally, any research achievements, such as published papers, must also be reported.