Creating New REDCap Project

• Describe process to request a new REDCap project
• Review project starting points
  • Empty project
  • Basic Demography Template
  • Classic Database Template
After REDCap login ...

REDCap is a secure, web-based application for building and managing online surveys and databases. Using REDCap's streamlined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar; a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a brief summary video (4 min). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the Training Resources page.

NOTICE: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact Mark Hoffman (816) 238-6055.
New REDCap Project Request

Create “sandbox”:
To learn system.
For up to 30 days.
NOT for real data.
Additional info for “Research” and “Other”
Let’s discuss different project starting points in a minute ...
Request Sent!

Your request for a new REDCap project has been sent to a REDCap administrator. You will soon receive an email from them at your address (gilmoreac@umkc.edu) confirming that your project has been created.
[REDCap] Approved: New Project Created

UMKC RedCap

Sent: Thursday, February 20, 2014 at 3:58 PM
To: Gilmore, Amy C.

[This message was automatically generated by REDCap]

The REDCap project that you requested has now been approved and created: New Study.

Access your new project in REDCap
Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. Newly created projects begin in Development status ⚙️ as you begin to build and design them. When you are ready to begin entering real data in the project, you may move it to Production status ⚙️ to designate the project as officially collecting data. When you are finished collecting data or if you wish to stop collection, the project may be set to Inactive status ⚪️, although it may be brought back to Production status at any time when you are ready to begin collecting data again. Also listed is the project type, which designates if the project is in classic 🌐 or longitudinal 🎭 data collection format.

You last accessed the User Access Dashboard earlier today. It is recommended that you access the User Access Dashboard at least once a month to review which users still have access to your projects.

<table>
<thead>
<tr>
<th>My Projects</th>
<th>Filter projects by title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Records</td>
</tr>
<tr>
<td>AG Psych Study</td>
<td>0</td>
</tr>
</tbody>
</table>
Project Starting Points

- Empty Project
- Basic Demography Template
- Classic Database Template
Starting Point: Empty Project

Start project from scratch or begin with a template?  
- [ ] Create an empty project (blank slate)  
- [ ] Use a template (choose one below)

**Data Collection Instruments**

<table>
<thead>
<tr>
<th>Instrument name</th>
<th>Fields</th>
<th>View PDF</th>
<th>Instrument actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>My First Instrument</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current instrument: **My First Instrument**

Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

First field must ALWAYS be an ID or MRN
Starting Point: Basic Demography Template

**Choose a project template**

- **Basic Demography**
  - Contains a single data collection instrument to capture basic demographic information.

**Data Collection Instruments**

<table>
<thead>
<tr>
<th>Instrument name</th>
<th>Fields</th>
<th>View PDF</th>
<th>Instrument actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Demography Form</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Starting Point: **Basic Demography Template**
Starting Point: **Classic Database Template**

Start project from scratch or begin with a template?
- Create an empty project (blank slate)
- Use a template (choose one below)

**Choose a project template** (comes pre-filled with fields, forms/surveys, and other settings)

<table>
<thead>
<tr>
<th>select template</th>
<th>Template title</th>
<th>Template description</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>Basic Demography</td>
<td>Contains a single data collection instrument to capture basic demographic information.</td>
</tr>
<tr>
<td>○</td>
<td>Classic Database</td>
<td>Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.</td>
</tr>
</tbody>
</table>

**Data Collection Instruments**

Add new instrument: 
- Create a new instrument from scratch
- Download a new instrument from the REDCap Shared Library

<table>
<thead>
<tr>
<th>Instrument name</th>
<th>Fields</th>
<th>View PDF</th>
<th>Instrument actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td>25</td>
<td></td>
<td>Rename, Delete</td>
</tr>
<tr>
<td>Baseline Data</td>
<td>18</td>
<td></td>
<td>Rename, Delete</td>
</tr>
<tr>
<td>Month 1 Data</td>
<td>19</td>
<td></td>
<td>Rename, Delete</td>
</tr>
<tr>
<td>Month 2 Data</td>
<td>25</td>
<td></td>
<td>Rename, Delete</td>
</tr>
<tr>
<td>Month 3 Data</td>
<td>27</td>
<td></td>
<td>Rename, Delete</td>
</tr>
<tr>
<td>Completion Data</td>
<td>5</td>
<td></td>
<td>Rename, Delete</td>
</tr>
</tbody>
</table>
Starting Point: Classic Database Template