REDCap

Research Electronic Data Capture

Multiple Surveys

THE UNIVERSITY OF CHICAGO MEDICINE & BIOLOGICAL SCIENCES

CENTER FOR RESEARCH INFORMATICS

CREATING THE SURVEY PROJECT

Select project title, purpose, project notes, and choice of blank slate or template from list:

Create a new REDCap Project

You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.

Project title:

Title to be displayed on project webpage

Purpose of this project:
How will it be used?

---- Select One ----

Project notes (optional):
Comments describing the project's use or purpose for documentation purposes only.

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)

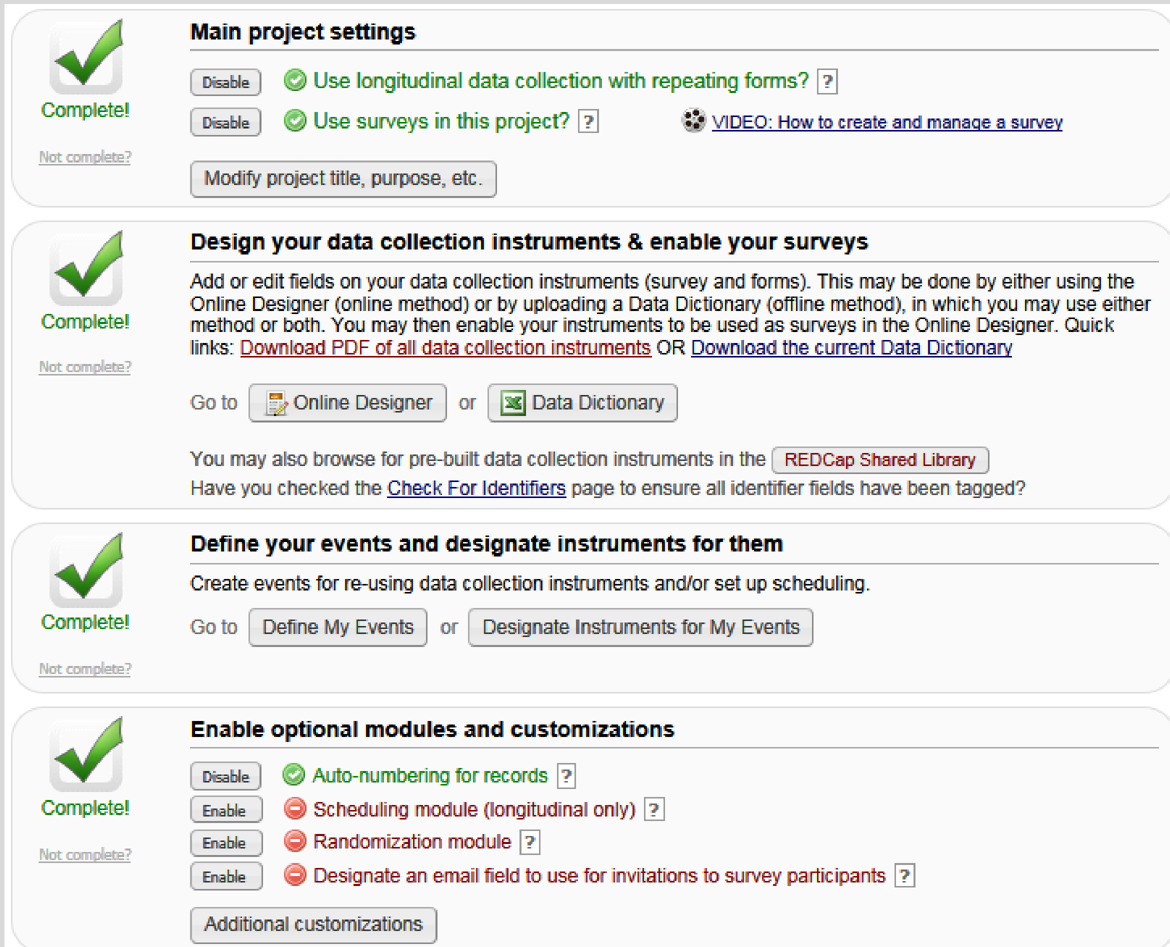
+ Add templates (super users only)

select template	**Template title** (sorted by title)	**Template description**
○	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
○	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
○	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
○	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
○	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on two different arms (Drug A and Drug B) with each arm containing eight different events.

Create Project | Cancel

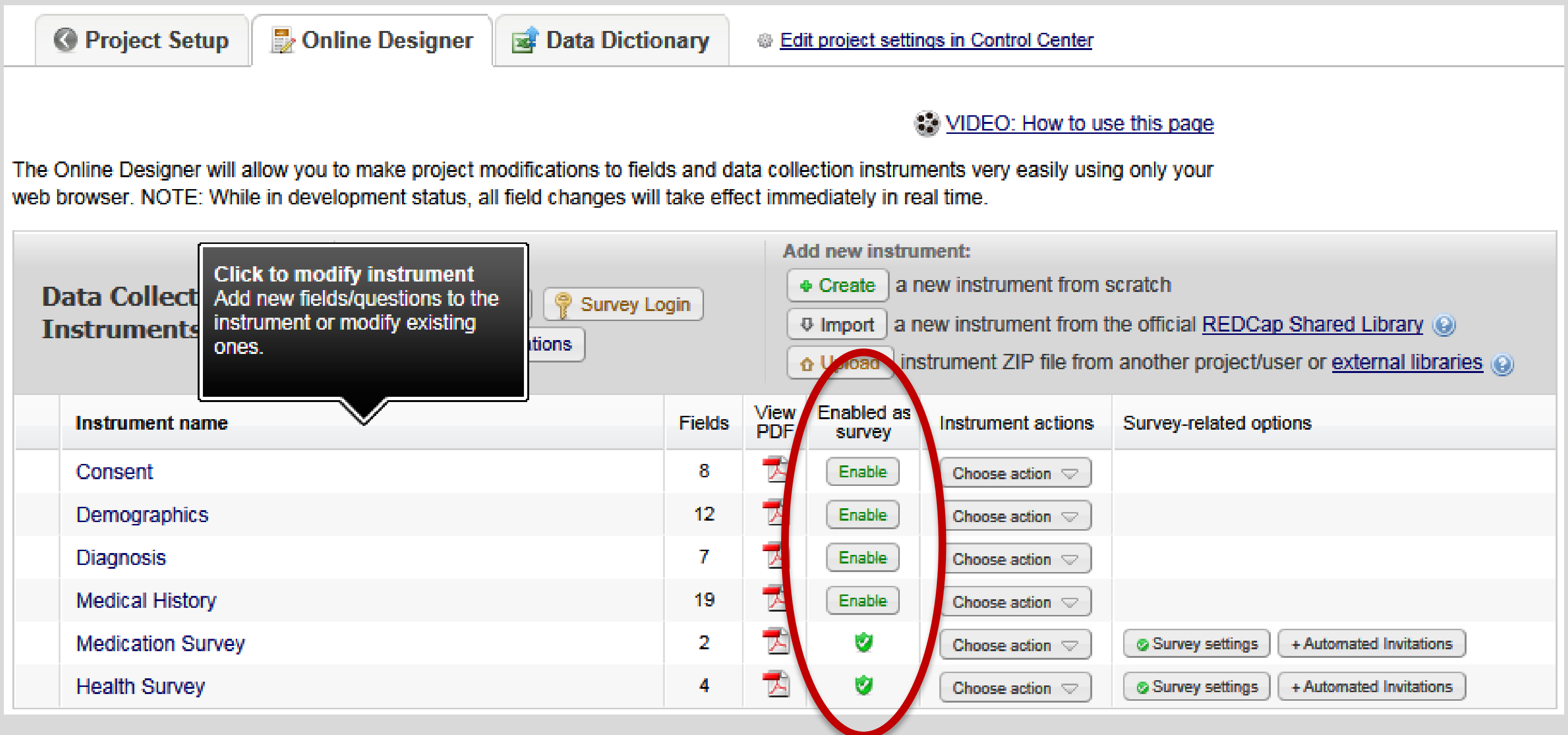
PROJECT SETUP CHECKLIST

There are many features and options available when setting up project:



MULTIPLE SURVEYS PER PROJECT

A data collection instrument can be enabled as a survey in the Online Designer tab.



LONGITUDINAL DATA COLLECTION

If the project is using longitudinal data collection, then after enabling an instrument as a survey, data may be collected via survey for ANY event for which the instrument has been designated, thus allowing them to collect survey data longitudinally over multiple events (and arms).

Arm name: **Arm 1**

	Event #	Days Offset	Offset Range Min / Max	Event Name	Unique event name (auto-generated)
	1	0	-0/+0	Baseline	baseline_arm_1
	2	1	-0/+0	Month 1	month_1_arm_1
	3	1	-0/+0	Month 2	month_2_arm_1
	4	1	-0/+0	Month 3	month_3_arm_1
Add new event	Days Convert from other units	-0 +0		Descriptive name for this event	

Data Collection Instrument	Baseline (1)	Month 1 (2)	Month 2 (3)	Month 3 (4)
Consent	✔			
Demographics	✔			
Diagnosis	✔			
Medical History	✔			
Medication Survey	✔	✔	✔	✔
Health Survey	✔	✔	✔	✔

DESIGNATE EMAIL ADDRESS

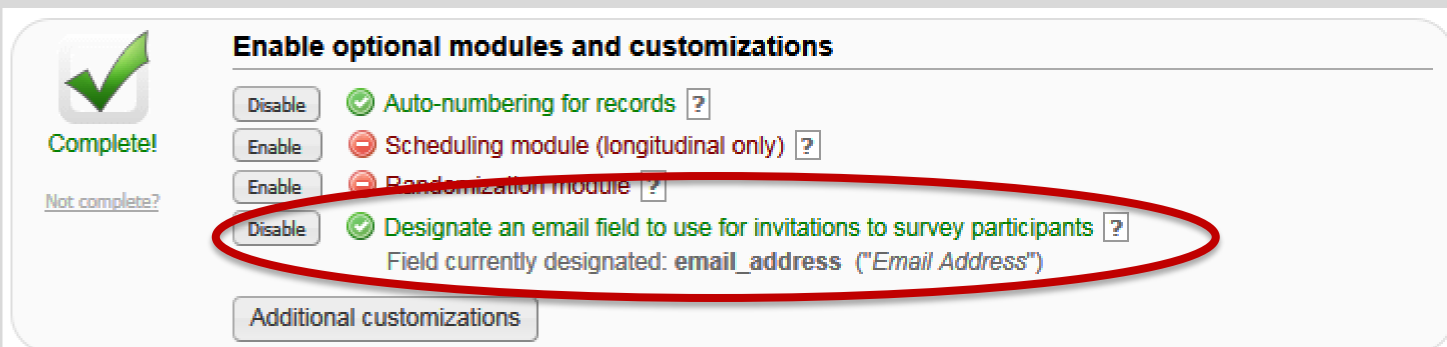
Capture a participant's email address by designating a field in the project to be the survey participant email field. Once designated, if an email address is entered into that field for any given record, users will then be able to use that email address in any given survey in the project to send survey invitations.

Use for projects that:

- have surveys in which the first data collection instrument is not a survey

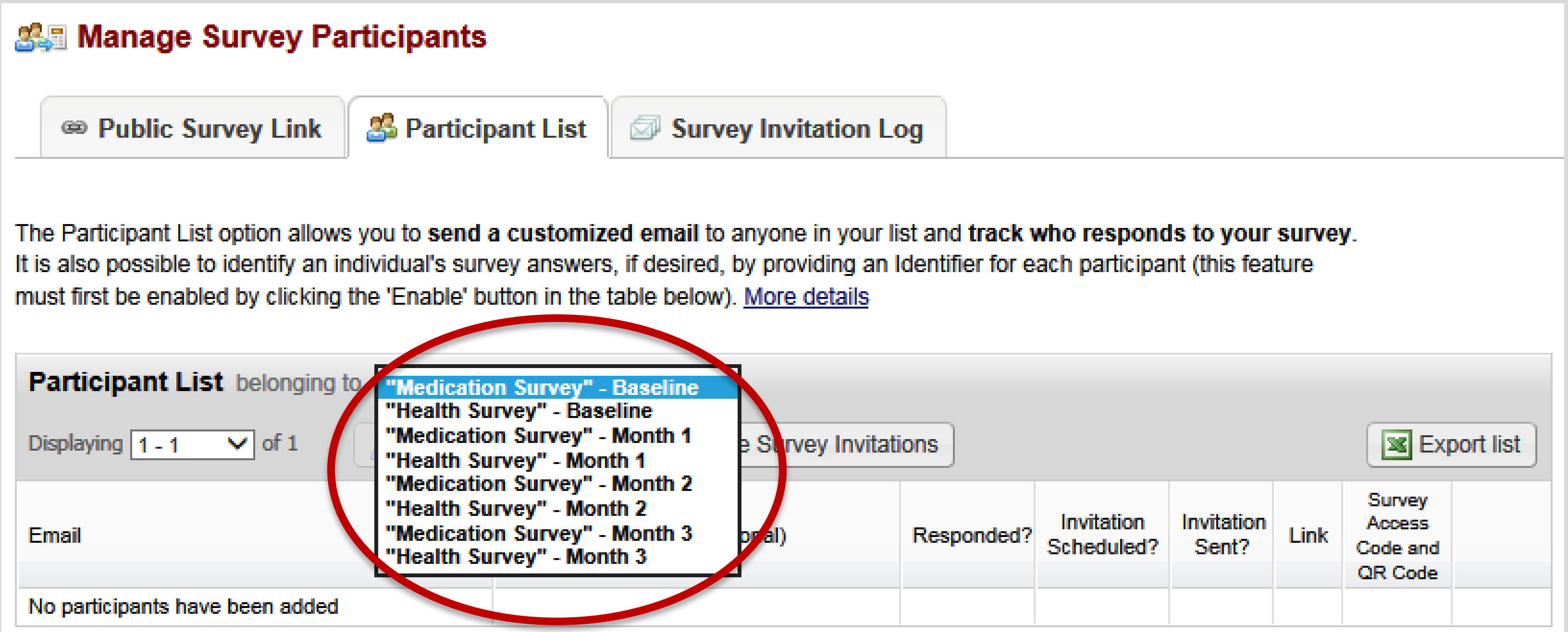
  OR

- Have used a Public Survey Link as the first survey and other surveys follow it.



MANAGE SURVEY PARTICIPANTS

Participant List may be used to send emails to many participants at once. There is one participant list per survey. And each drop-down choice is one survey (per event if longitudinal).



AUTOMATIC SURVEY INVITATIONS

Step1: Compost message

Draft your message with from, to, and email body.

Step 2: Conditions

Specify if when another survey is completed and / or when a specific logic is true.

Step3: When

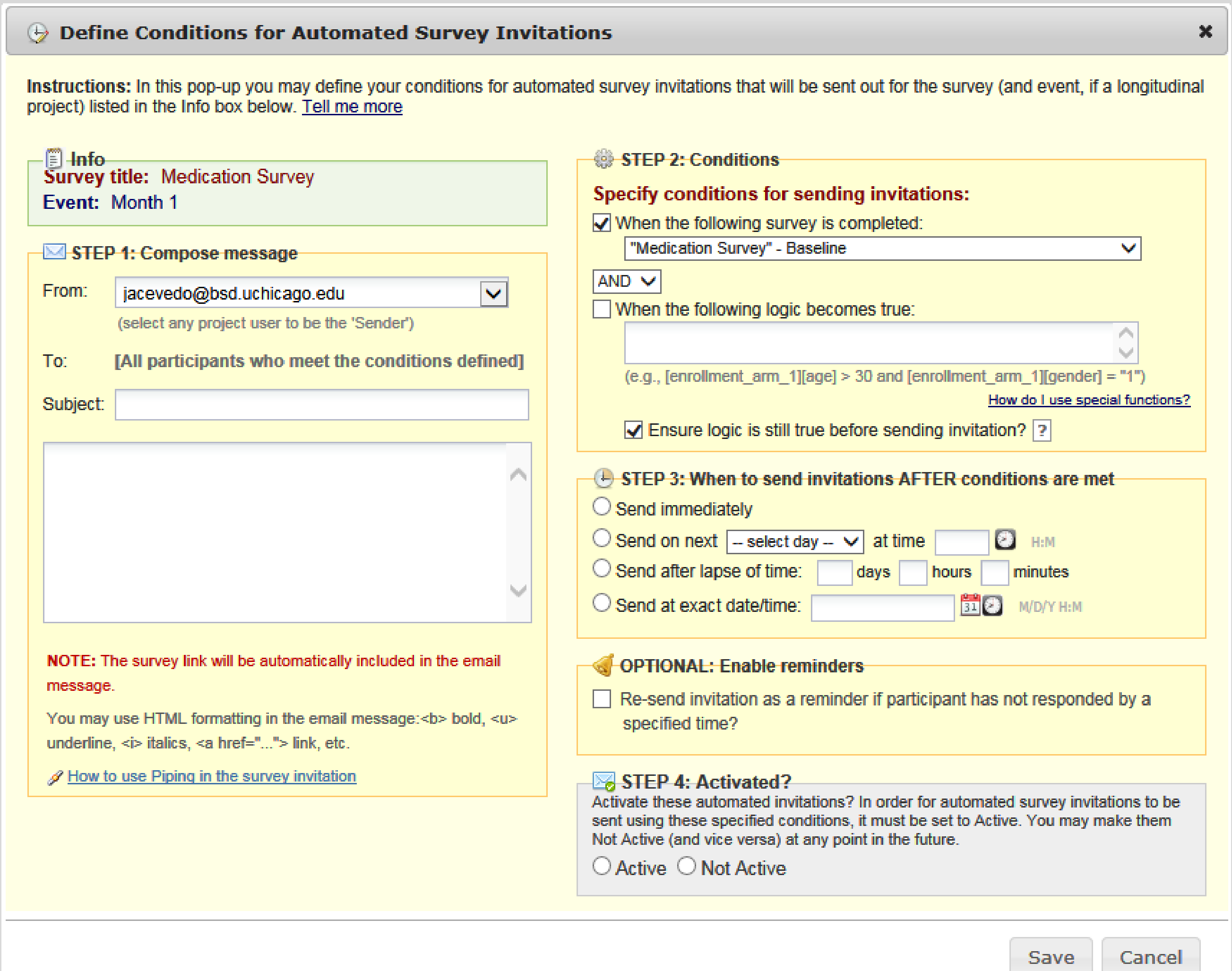
Schedule when to send after conditions are met

Optional: Reminders

Set reminders for non-responders.

Step 4: Activate

can be set as "active" or "not active" at any time, either temporarily or indefinitely.



SURVEY INVITATION LOG

Lists participants who have:

- been scheduled to receive invitation
- received invitation
- responded to survey

Public Survey Link | Participant List | Survey Invitation Log

Listed below are the survey invitations that have already been sent or have been scheduled to be sent to survey participants in this project. For each invitation it displays the participant email, participant identifier (if exists), survey name, and the date/time in which the invitation was (or will be) sent. You may even view the invitation email itself by clicking the icon in the 'View Email' column. Please note that all times below correspond to the time zone "America/Chicago", in which the current time is 09/22/2015 11:26am.

Survey Invitation Log
(in ascending order by time sent)

View past invitations
View future invitations

Displaying 1 - 77 of 77

Begin time: End time: 09/22/2015 11:26 (M/D/Y H:M)
Display All invitation types and All response statuses
Display All surveys
Display invitation reminders?
Apply filters Reset

Invitation send time	View Invite	Participant Email	Participant Identifier	Survey	Survey Link	Responded?	Errors (if any)
08/25/2015 8:25am		[undisclosed email address]		Student Credentialing	-		
08/25/2015 8:25am		[undisclosed email address]		Student Credentialing	-		
08/25/2015 8:25am		eibezue@csu.edu		Student Credentialing			

RECORD STATUS DASHBOARD

This page displays a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). When viewing this page, form-level privileges are utilized (i.e. cannot see a form's status if user does not have access to that form), and if the user belongs to a Data Access Group, they will only be able to view the records that belong to their group.

Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

Legend for status icons:

- Incomplete
- Incomplete (no data saved) ?
- Unverified
- Partial Survey Response
- Complete
- Completed Survey Response

Displaying record "1" through "1" of **1** records

Displaying: Instrument status only | Lock status only | E-signature status only | Lock and E-signature status | All status types

Subject ID	Consent Baseline	Demographics Baseline	Diagnosis Baseline	Medical History Baseline	Medication Survey Baseline	Health Survey Baseline	Medication Survey Month 1	Health Survey Month 1	Medication Survey Month 2	Health Survey Month 2	Medication Survey Month 3	Health Survey Month 3
1												

SUMMARY OF SENDING SURVEY INVITATIONS

First DCI* is not a survey	**Participant list**	**Ability to schedule invitations**	**Survey invitation log**
Send the public link	N	N	N
Survey participant email field	N	N	Y (for surveys triggered by this field only)

First DCI* is a survey	**Participant list**	**Ability to schedule invitations**	**Survey invitation log**
Automated invitations	Y	Y	Y
Compose survey invitation	Y	Y	Y

**DCI = Data Collection Instrument*

FOR FURTHER HELP

website

- https://cri.uchicago.edu/redcap

email

- redcap@rt.cri.chicago.edu