

Creating Projects

CCTS Biostatistics Core

June 2023

Log In

Users with Full-Access (Creator or Owner) REDCap accounts can create new REDCap projects from scratch. If needed, begin by [requesting a full-access account](#).

Visit <https://www.redcap.ihrp.uic.edu/> and log in with your username and password.



Log In



By logging into the CCTS REDCap system, you agree to our **Terms of Use**. Please read the policies [located here](#)

Please log in with your user name and password. If you are having trouble logging in, please contact [REDCap Support at CCTS](#).

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	Forgot your password?

Figure 1: Log in.

Create Project

At the top of the REDCap home screen, click + New Project.

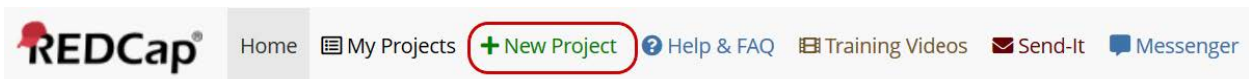


Figure 2: Create a new project.

Enter a name for the project and select a purpose from the dropdown menu. Select "Create an empty project (blank slate)." Then click Create Project.

+ 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?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

Start project from scratch or begin with a template?

- Create an empty project (blank slate)
- Upload a REDCap project XML file (CDISC ODM format) [?](#)
- Use a template (choose one below)

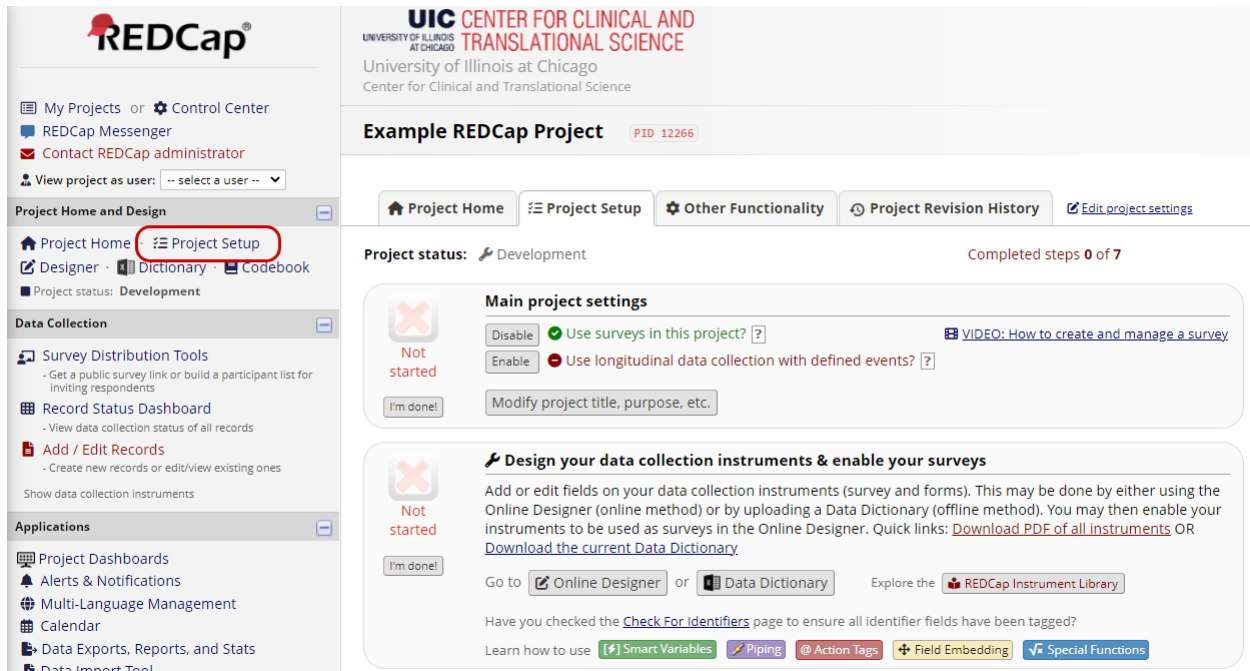
★ Choose a project template (comes pre-filled with fields, forms/surveys, and other settings) [+ Add templates \(Administrators only\)](#)

select template	Template title (sorted by title)	Template description
<input type="radio"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
<input type="radio"/>	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.
<input type="radio"/>	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
<input type="radio"/>	Multiple Surveys (classic)	Contains three surveys and a data entry form. Includes a pre-screening survey followed by two follow-up surveys to capture information from the participant, and then a data entry

Figure 3: Set the project title and type.

Design Project

Open the Project Setup page to review and manage project settings, including enabling surveys and defining a longitudinal event structure.



The screenshot displays the REDCap interface for a project titled "Example REDCap Project" (PID 12266). The left sidebar contains navigation options such as "My Projects", "REDCap Messenger", and "Project Home and Design". The "Project Setup" option is highlighted with a red circle. The main content area shows the "Project Setup" page with a "Project status" of "Development" and "Completed steps 0 of 7". The page is divided into two main sections: "Main project settings" and "Design your data collection instruments & enable your surveys".

Main project settings

- Disable Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)
- Enable Use longitudinal data collection with defined events? [?](#)
- [I'm done!](#) [Modify project title, purpose, etc.](#)

Design your data collection instruments & enable your surveys

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Instrument Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [Action Tags](#) [Field Embedding](#) [Special Functions](#)

Figure 4: Open Project Setup.

Open the Online Designer to start building your data collection instruments.

The screenshot displays the REDCap web interface. On the left is a navigation sidebar with sections: 'Project Home and Design' (containing 'Project Home', 'Project Setup', 'Designer', 'Dictionary', and 'Codebook'), 'Data Collection' (containing 'Survey Distribution Tools', 'Record Status Dashboard', and 'Add / Edit Records'), and 'Applications' (containing 'Project Dashboards', 'Alerts & Notifications', 'Multi-Language Management', 'Calendar', 'Data Exports, Reports, and Stats', and 'Data Import Tool'). The 'Designer' link is circled in red. The main content area shows the header for 'UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE' and 'Example REDCap Project' (PID 12266). Below the header are navigation tabs: 'Project Home', 'Project Setup', 'Other Functionality', 'Project Revision History', and 'Edit project settings'. The 'Project Setup' tab is active, showing 'Project status: Development' and 'Completed steps 0 of 7'. Two task cards are visible: 'Main project settings' (with 'Use surveys in this project?' checked) and 'Design your data collection instruments & enable your surveys' (with 'Online Designer' circled in red).

Figure 5: Open the Online Designer.