

REDCap

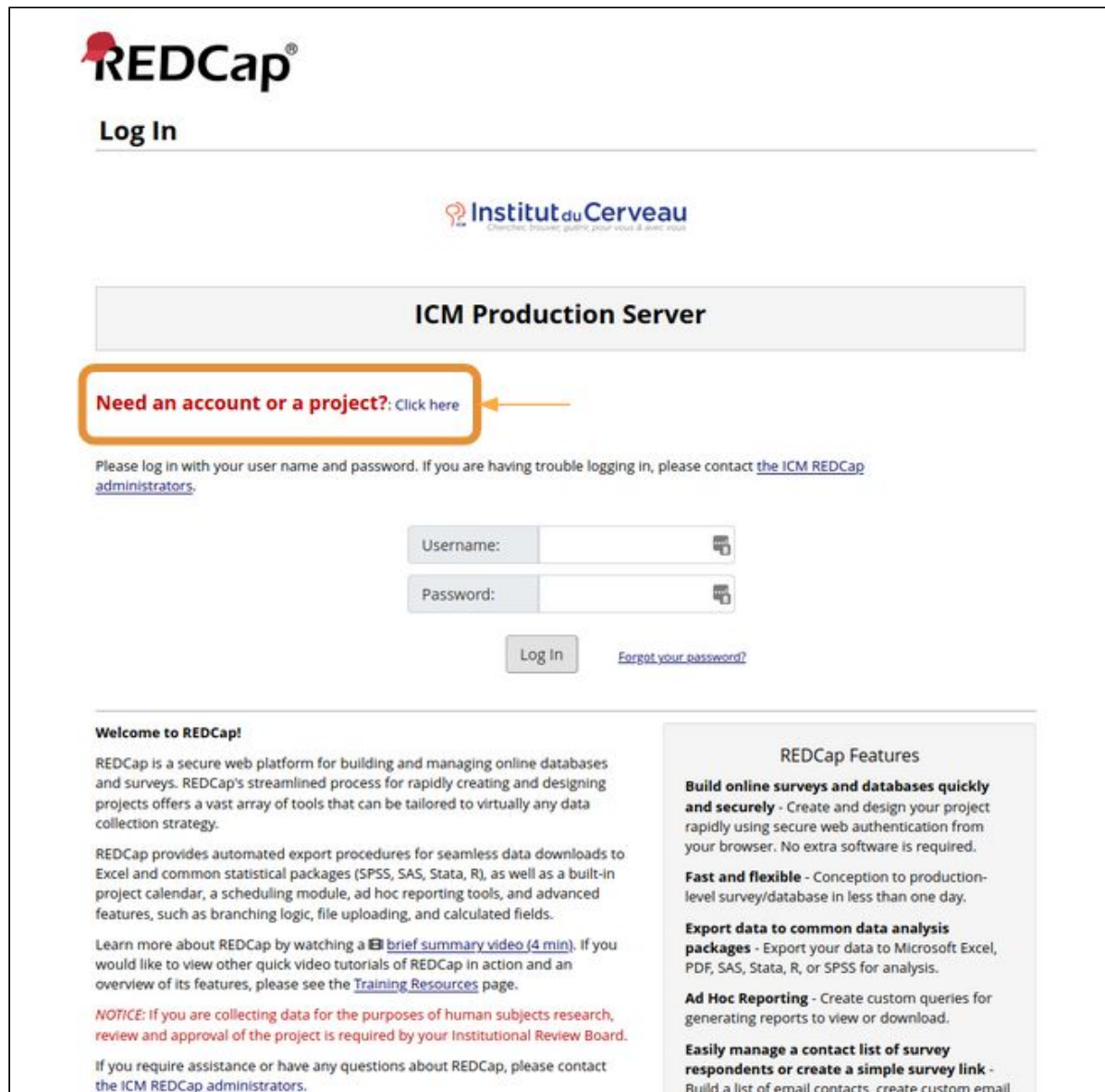
Account & Project request on ICM production REDCap



**Institut
du Cerveau**

*Chercher, trouver, guérir,
pour vous & avec vous*

- 1 - Access to the REDCap URL (<https://redcap-icm.icm-institute.org/>) & Access to the Survey (<https://redcap-icm.icm-institute.org/surveys/?s=AK8LL7FTCA>)



REDCap
Research Electronic Data Capture

Log In

Institut du Cerveau
Recherche - Trouver guérir pour vous & vos proches

ICM Production Server

Need an account or a project?: Click here

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

Username:

Password:

Log In [Forgot your password?](#)

Welcome to REDCap!

REDCap is a secure web platform for building and managing online databases and surveys. REDCap's streamlined process for rapidly creating and designing projects offers a vast array of tools that can be tailored to virtually any data collection strategy.

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 [the ICM REDCap administrators](#).

REDCap Features

Build online surveys and databases quickly and securely - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

Fast and flexible - Conception to production-level survey/database in less than one day.

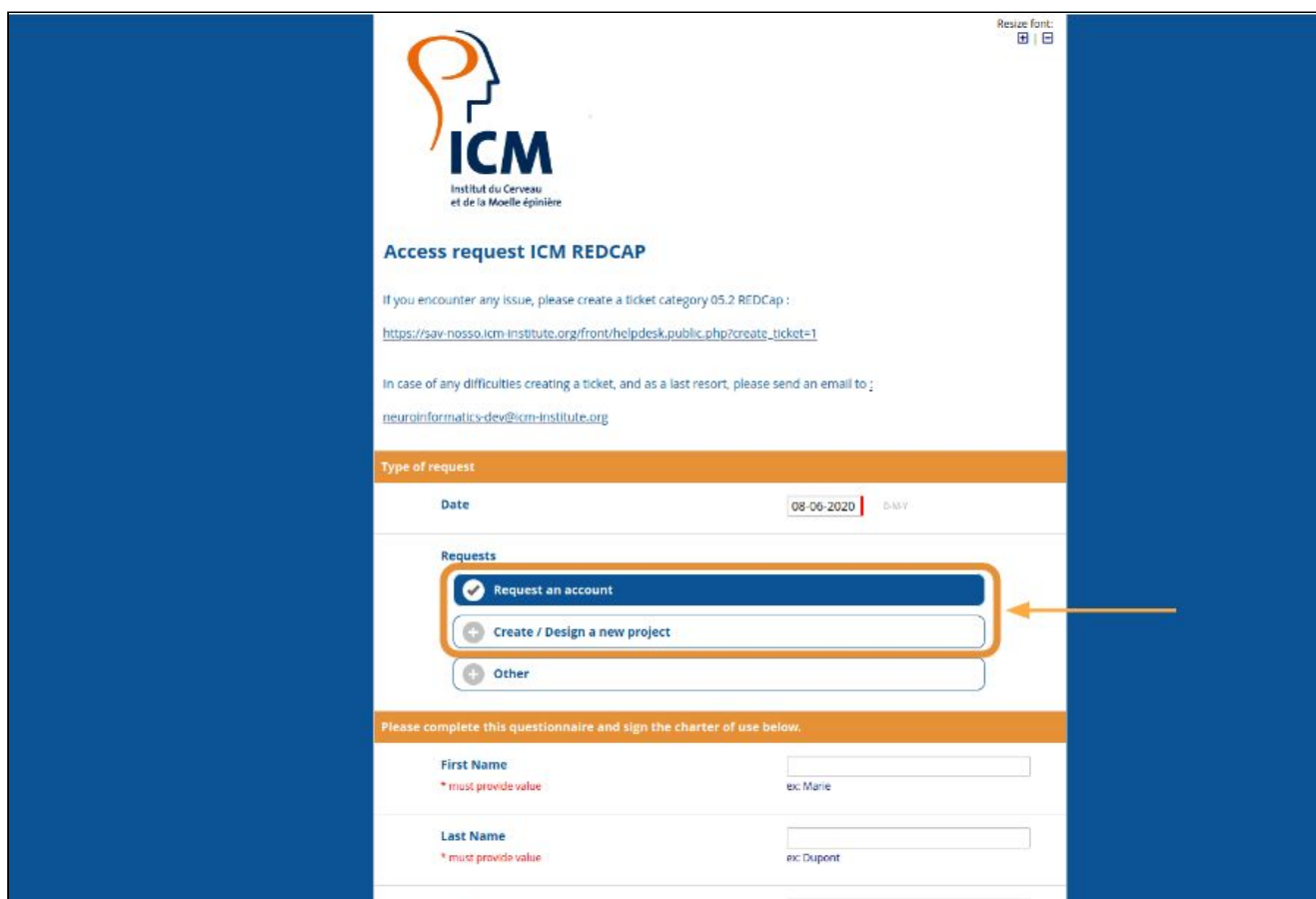
Export data to common data analysis packages - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

Ad Hoc Reporting - Create custom queries for generating reports to view or download.

Easily manage a contact list of survey respondents or create a simple survey link - Build a list of email contacts, create custom email

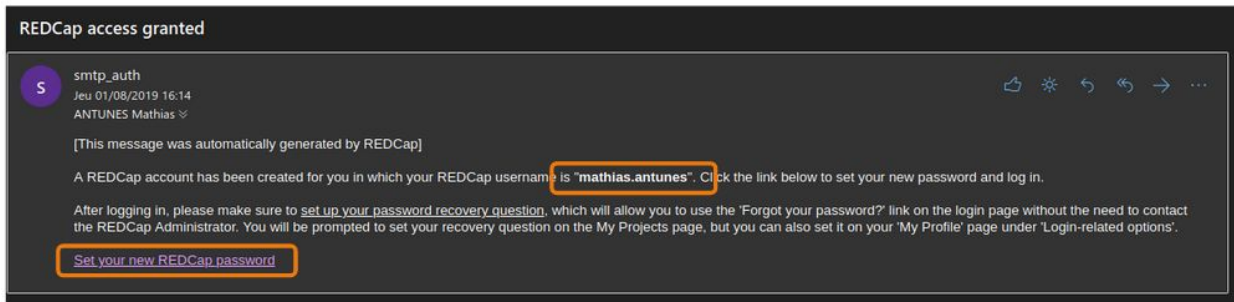
2 - Complete the survey

- Normal user can request an account
- Project manager (one person) will request a project & an account. He will be given a special right to be able to create the project.

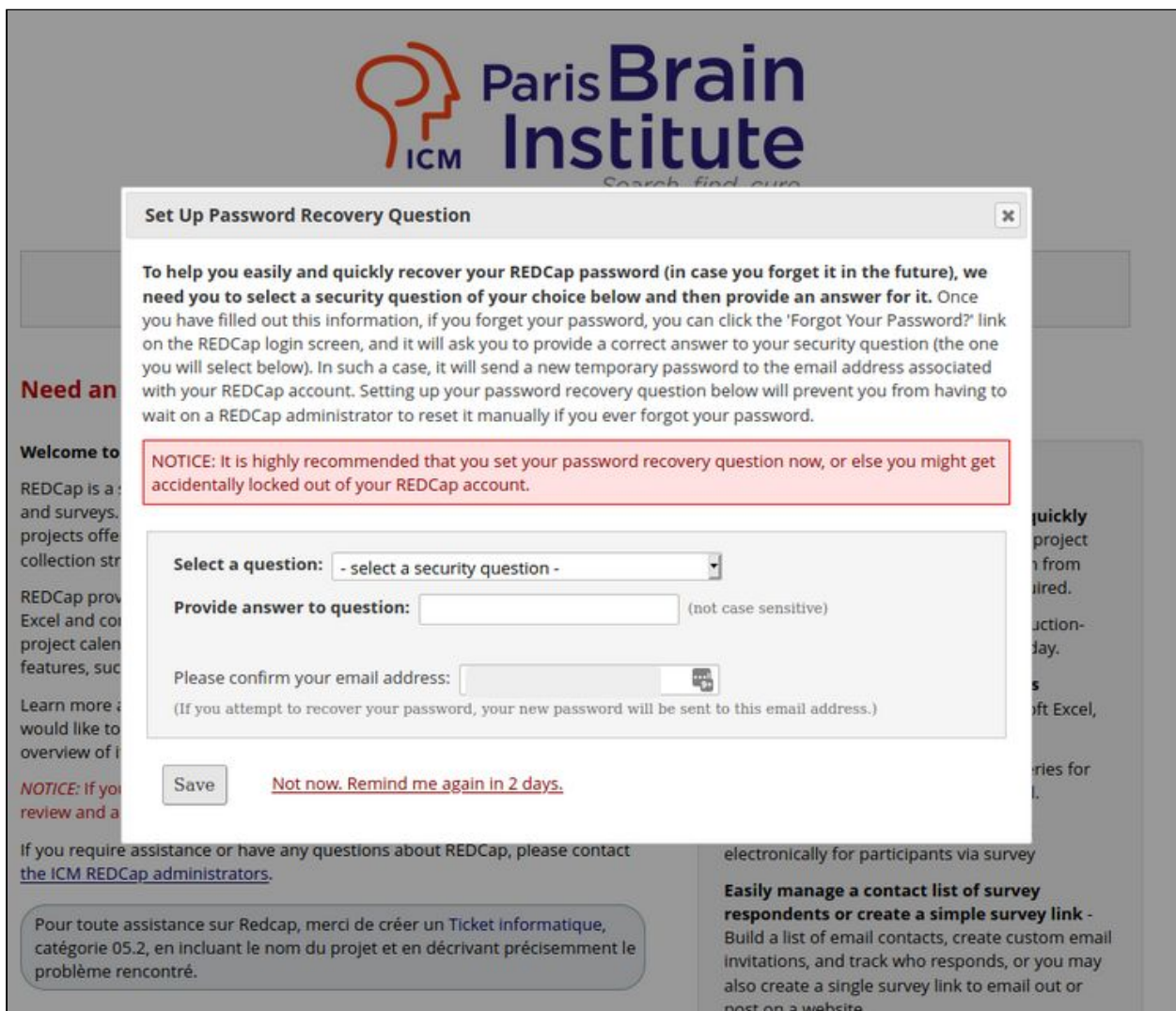


The screenshot shows the 'Access request ICM REDCAP' page. At the top is the ICM logo (Institut du Cerveau et de la Moelle épinière). Below the logo, there is a section titled 'Access request ICM REDCAP' with instructions on how to create a ticket and a link to the helpdesk. A date field is set to '08-06-2020'. Under the 'Requests' section, three options are listed: 'Request an account' (selected with a checkmark), 'Create / Design a new project', and 'Other'. An orange box highlights the 'Request an account' option, with an arrow pointing to it from the right. Below this, there is a section titled 'Please complete this questionnaire and sign the charter of use below.' with fields for 'First Name' and 'Last Name', each with a red asterisk indicating a required field and an example value (Marie and Dupont respectively).

3 - You will receive an email to create your account's password



4 - Please answer the REDCap's secret question to be able to use 'Forgot Password?' !



The screenshot shows the 'Set Up Password Recovery Question' dialog box. It contains the following text: 'To help you easily and quickly recover your REDCap password (in case you forget it in the future), we need you to select a security question of your choice below and then provide an answer for it. Once you have filled out this information, if you forget your password, you can click the "Forgot Your Password?" link on the REDCap login screen, and it will ask you to provide a correct answer to your security question (the one you will select below). In such a case, it will send a new temporary password to the email address associated with your REDCap account. Setting up your password recovery question below will prevent you from having to wait on a REDCap administrator to reset it manually if you ever forgot your password.'

A red box highlights a notice: 'NOTICE: It is highly recommended that you set your password recovery question now, or else you might get accidentally locked out of your REDCap account.'

The form includes the following fields:

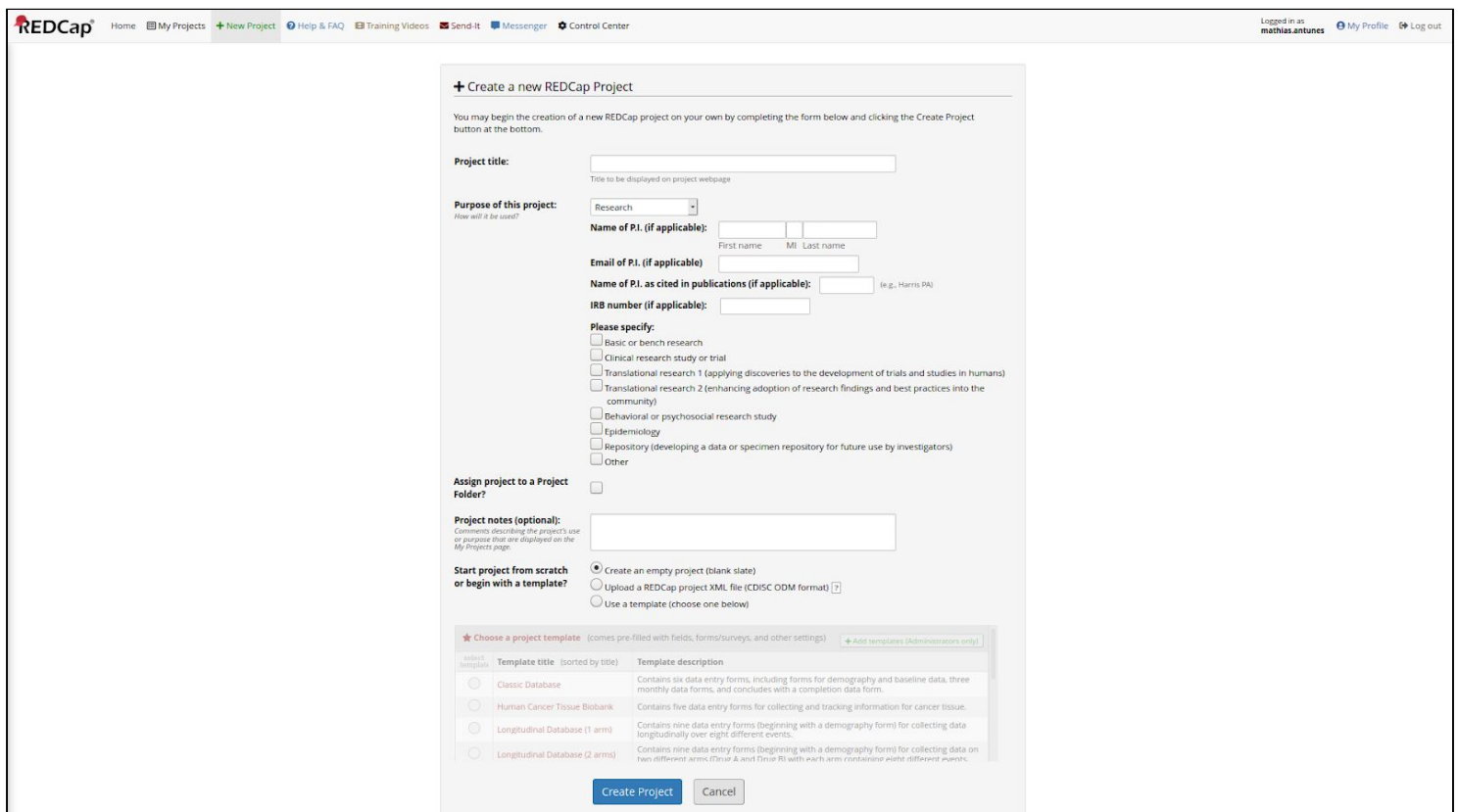
- Select a question:** A dropdown menu with the option '- select a security question -'.
- Provide answer to question:** A text input field with the note '(not case sensitive)'.
- Please confirm your email address:** A text input field with a small icon to the right.
- A note below the email field: '(If you attempt to recover your password, your new password will be sent to this email address.)'

At the bottom, there are two buttons: 'Save' and 'Not now. Remind me again in 2 days.'

5 - [Project manager] Request your project on REDCap



6 - [Project manager] Fill all the information



The screenshot shows the 'Create a new REDCap Project' form. The form includes the following fields and options:

- Project title:** A text input field.
- Purpose of this project:** A dropdown menu with 'Research' selected.
- Name of P.I. (if applicable):** Fields for First name, MI, and Last name.
- Email of P.I. (if applicable):** A text input field.
- Name of P.I. as cited in publications (if applicable):** A text input field with a placeholder '(e.g., Harris PA)'.
- IRB number (if applicable):** A text input field.
- Please specify:** A list of checkboxes for project types:
 - ☐ Basic or bench research
 - ☐ Clinical research study or trial
 - ☐ Translational research 1 (applying discoveries to the development of trials and studies in humans)
 - ☐ Translational research 2 (enhancing adoption of research findings and best practices into the community)
 - ☐ Behavioral or psychosocial research study
 - ☐ Epidemiology
 - ☐ Repository (developing a data or specimen repository for future use by investigators)
 - ☐ Other
- Assign project to a Project Folder?** A checkbox.
- Project notes (optional):** A text area for comments.
- Start project from scratch or begin with a template?** Radio buttons for:
 - ☒ 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:** A section with a table of templates.

Template title (sorted by title)	Template description
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 (Tumor A and Tumor B) with each arm containing eight different events.

At the bottom of the form are 'Create Project' and 'Cancel' buttons.

7 - For more information on ICM REDCap and to learn how to create your project :

Documentation slides : <https://owncloud.icm-institute.org/index.php/s/rYUrQJuyI96M6Vh>
 All procedure are here : <https://owncloud.icm-institute.org/index.php/s/214kbeyMEFohgA5>