

## New Project- REDCap – How-To Guide

### Create a New REDCap Project

There are 3 main project types:

1. Survey(s)
2. Data Entry Forms
3. Survey + Data Entry Forms

Click on the “New Project” tab:




**Project Title:** Enter a title for your project (this can be changed later if needed)

**Purpose of this project:** Use the drop down and select the purpose

- **Practice/Just for Fun:** use this to practice creating a project
- **Operational Support:** use this for tracking specific department information processes
- **Research:** if this is an IRB approved project, you will be prompted to enter the PI information and the IRB#
- **Quality improvement:** use this for projects that help with goals and performance improvement
- **Other:** if you choose this option, please specify purpose

### + 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 ---- 

**Assign project to a Project Folder?**

☐

**Project notes (optional):**

*Comments describing the project's use or purpose that are displayed on the My Projects page.*

**Start from scratch project or begin with a template project:** it is recommended to “Create an empty project” until you become familiar with REDCap. However, there are many templates available that have forms designed already, which can be added to and modified to fit your project’s needs. This is not the only opportunity you will have to access these general forms: during the process of project design, you may also visit the Shared Library to add template forms to your project.

Once you are ready, click “Create Project”

**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"/>	Adverse Events	Adverse Events template
<input type="radio"/>	Adverse Events and Con Meds	Contains the templates for Adverse Events and Concomitant Medications.
<input type="radio"/>	APACHE II Scale	Apache II Severity Of Disease Classification System
<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.

