

Creating a new REDCap project

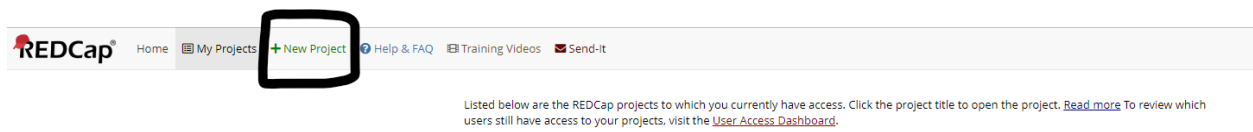
Basics to REDCap

Sangam Shrestha

Updated on 4/21/2022

Step 1:

Click **New Project** on the top of your webpage on your REDCap home page.



Step 2:

Enter the **Project title** and select a **Project's purpose**. Everything else can be left blank if desired. For this example, we will enter the **Project title** to be "Test Project" and the **Project's purpose** was selected to be "Practice/Just for fun."

+ 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:

Project's purpose:

How will it be used?

Assign project to a Project Folder? ☐

Project notes (optional):
Description of the project's use or purpose (displayed on the My Projects page)

Project creation option:

- ☒ Empty project (blank slate)
- ☐ Upload a REDCap project XML file (CDISC ODM format) [?](#)
- ☐ Use a template (choose one below)

★ Choose a project template

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"/>	Field Embedding Example Project	Contains a single data collection instrument to demonstrate the Field Embedding feature.
<input type="radio"/>	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
<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"/>	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**

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Create Project

Cancel

Step 3:

Click the **Create Project** button on the bottom of the form.

REDCap Home My Projects **+ New Project** Help & FAQ Training Videos Send-It

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Create Project

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Step 4:

Your REDCap project has now been created! Your screen should look something similar to what is seen on this image below. You are now ready to design your data collection instruments and setup project settings. Please reference other documentations that can be found on <https://github.com/sangam-shrestha/REDCap>.

REDCap

Log out

My Projects

Project Home and Design

- Project Home · Project Setup
- Designer · Dictionary · Codebook
- Project status: Development

Data Collection

- Record Status Dashboard
- View data collection status of all records
- Add / Edit Records
- Create new records or edit/view existing ones
- Show data collection instruments

Applications

- Project Dashboards
- Alerts & Notifications
- Calendar
- Data Exports, Reports, and Stats
- Data Import Tool
- Data Comparison Tool
- Logging
- Field Comment Log
- File Repository
- User Rights and DAGs
- Data Quality
- REDCap Mobile App

Help & Information

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDCap administrator

Test Project PID 13538

Project Home Project Setup Other Functionality Project Revision History

Project status: Development Completed steps 0 of 7

Main project settings

Not started

Enable 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

Not started

Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: Download PDF of all instruments OR Download the current Data Dictionary

I'm done! 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

Enable optional modules and customizations

Optional

Enable Repeatable Instruments

Disable Auto-numbering for records

Enable Scheduling module (longitudinal only)

Enable Randomization module

Enable Designate an email field for communications (including survey invitations and alerts)

I'm done! Additional customizations

Set up project bookmarks (optional)

Optional

You may create custom bookmarks to webpages that exist inside or outside of REDCap. These bookmarks will be seen as links on the left-hand project menu and can be accessed at any time by users who are given privileges to do so. Every project bookmark has custom settings that allow one to control its appearance and behavior.