

# Modifying the project information

Basics to REDCap

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Step 1:

Open the REDCap project and go to **Project Setup**.

The screenshot shows the REDCap interface. On the left is a sidebar with the REDCap logo, a user profile, and navigation links: My Projects, Project Home and Design (with sub-links for Project Home, Project Setup, Designer, Dictionary, and Codebook), Data Collection (with sub-links for Record Status Dashboard and Add / Edit Records), and Applications (with sub-links for Project Dashboards, Alerts & Notifications, and Calendar). The main content area is titled 'Test Project' with PID 13538. It features a breadcrumb trail: Project Home > Project Setup > Other Functionality > Project Revision History. Below the breadcrumb is a 'Project status: Development' indicator and a 'Completed steps 0 of 7' progress bar. The 'Main project settings' section includes a 'Not started' status icon, two 'Enable' buttons for 'Use surveys in this project?' and 'Use longitudinal data collection with defined events?', and a 'Modify project title, purpose, etc.' button. A link to a video 'VIDEO: How to create and manage a survey' is also present.

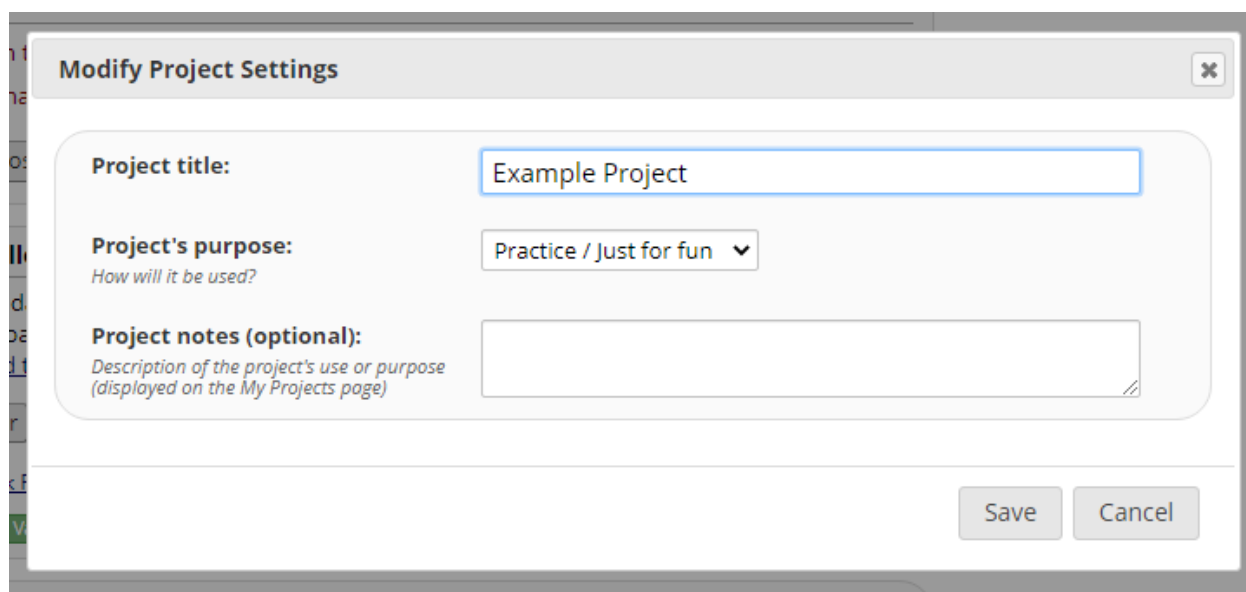
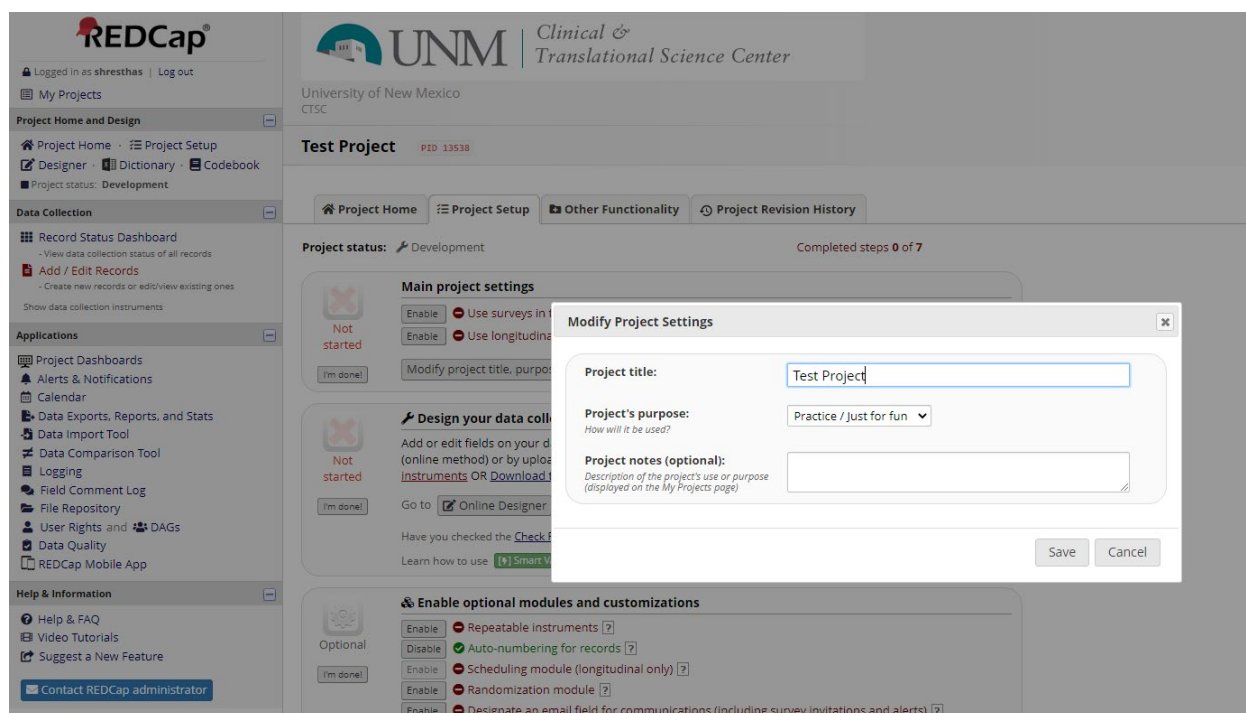
Step 2:

Click on **Modify project title, purpose, etc.** in the first box.

The screenshot displays the REDCap interface for a project named 'Test Project' (PID 13538). The left sidebar contains navigation links for 'My Projects', 'Project Home and Design', 'Data Collection', and 'Applications'. The main content area shows the 'Test Project' header with tabs for 'Project Home', 'Project Setup', 'Other Functionality', and 'Project Revision History'. Below the tabs, the 'Project status' is set to 'Development', and 'Completed steps' are 0 of 7. The 'Main project settings' section is highlighted with a red box, and the 'Modify project title, purpose, etc.' option is selected. The 'Not started' status is indicated by a red 'X' icon and the text 'Not started'.

## Step 3:

Here you can change the **Project title**, **Project's purpose**, and **Project notes (optional)**. In this example, we will change the **Project title** to be "Example Project." If your **Modify Project Settings** popup requests additional information, you can provide it here as well. The image on page 4, shows what the popup should show for a **Project's purpose** of "Research" should look like.



Modify Project Settings

Project title:

Example Project

Project's purpose:  
How will it be used?

Research

Name of P.I. (if applicable):

First name MI Last name

Email of P.I. (if applicable)

Name of P.I. as cited in publications (if applicable):

(e.g., Harris PA)

IRB number (if applicable):

Please specify:

☐ 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

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

Save

Cancel

## Step 4:

Once you have setup the changes you would like, click **Save**. Now when we look at the top of our page, we should see the updated title. Note, that our **PID** (Project Identification) does not change. You are now done with modifying your project information.

The image shows two parts of the REDCap interface. The top part is a 'Modify Project Settings' dialog box. It contains three fields: 'Project title' with the value 'Example Project', 'Project's purpose' with a dropdown menu set to 'Practice / Just for fun', and 'Project notes (optional)' which is empty. At the bottom right of the dialog, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red rectangle.

The bottom part is the main REDCap project page for 'Example Project' (PID 13538). The page has a sidebar on the left with navigation links like 'My Projects', 'Project Home and Design', 'Data Collection', and 'Applications'. The main content area shows a green success message: 'Success! Your changes have been saved.' Below this, the 'Project status' is 'Development' and 'Completed steps 0 of 7'. There are three main sections: 'Main project settings' (with 'Not started' status and options to enable surveys and longitudinal data collection), 'Design your data collection instruments' (with 'Not started' status and links to the Online Designer and Data Dictionary), and 'Enable optional modules and customizations' (with 'Not started' status and an option to enable repeatable instruments).

