

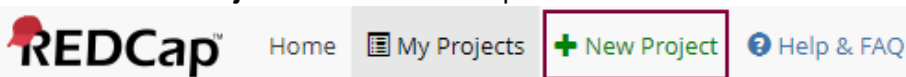
Creating a new REDCap project from an existing projects Data Dictionary

REDCap enables you to be able to create a new project from a previous projects data dictionary. This is useful especially if the project you want to copy has come from another researcher using REDCap at another institute but is similar to what you need to use for you project and you have their permission. You can do this for projects also within the current REDCap you are using. To follow the steps in this How to guide please ensure you have already exported your Data Dictionary from the required REDCap project, or follow the steps in the **'Creating a Data Dictionary How to Guide'**

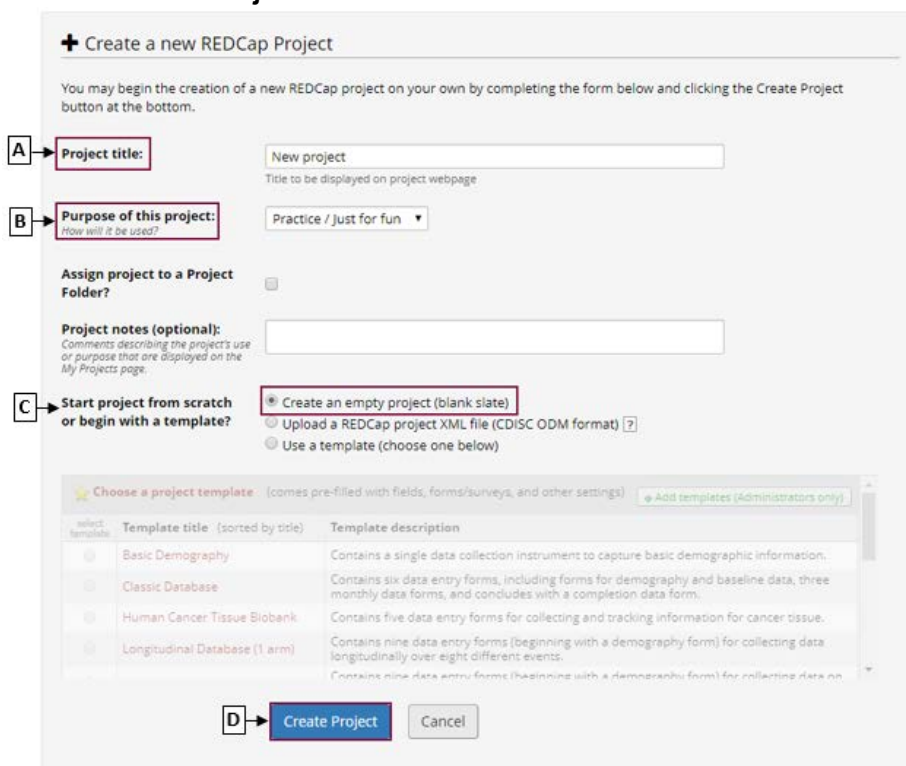
Please Note: You need to have the permission to create projects in REDCap, if you do not please email the UoM REDCap administrators to ask how to obtain this access.

Creating a project from an existing data dictionary

1. Log into REDCap
2. Select the **'+NewProject'** button from the top menu



3. On the **'+ Create a new REDCap Project'** screen enter in the following details:
 - a. **Project Title:** The name of your new project
 - b. **Purpose of this project:** Select the required option from the dropdown list
 - c. Ensure Create an **'empty project (blank slate)'** is selected
 - d. Select the **'Create Project'** button



+ 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.

A → **Project title:**
Title to be displayed on project webpage

B → **Purpose of this project:**
How will it be used?

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.

C → **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 \(Administrators only\)](#)

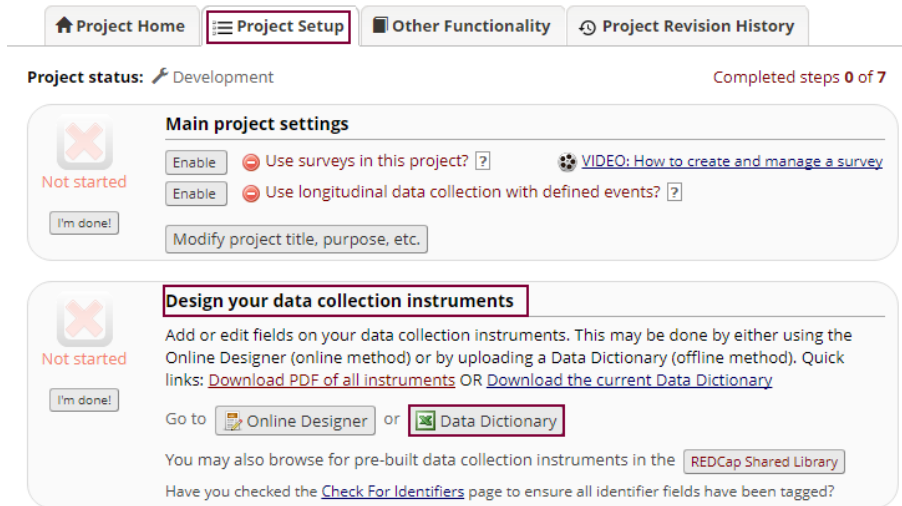
select template	Template title (sorted by title)	Template description
<input type="checkbox"/>	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
<input type="checkbox"/>	Classic Database	Contains six data entry forms, including forms for demography and baseline data, three monthly data forms, and concludes with a completion data form.
<input type="checkbox"/>	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
<input type="checkbox"/>	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.

D → **Create Project**

Please Note: If you selected Research from the **'Purpose of this project'** dropdown list, please fill in all required fields that you have the information for.

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- On the 'Project Setup' tab, under 'Design your data collection instruments' select the 'Data Dictionary' button



Project status: Development Completed steps 0 of 7

Main project settings

Not started

Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

Use longitudinal data collection with defined events? [?](#)

Design your data collection instruments

Not started

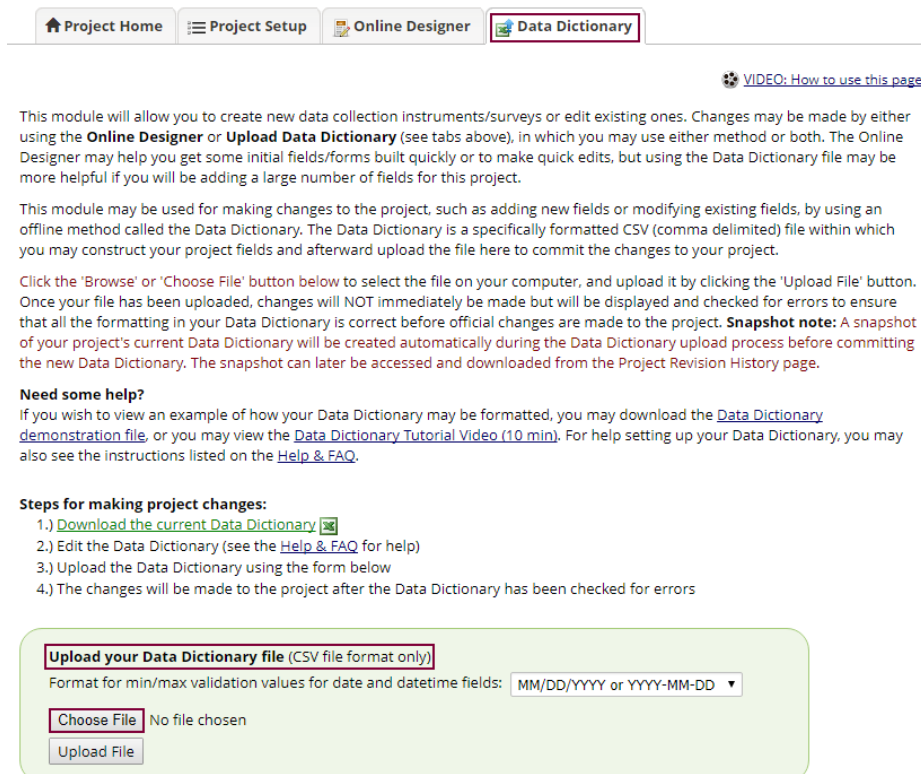
Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to Online Designer or Data Dictionary

You may also browse for pre-built data collection instruments in the [REDCap Shared Library](#)

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

- On the 'Data Dictionary' tab, under the 'Upload your Data Dictionary file (CSV file format only)' heading, select the 'Choose File' button



[VIDEO: How to use this page](#)

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

This module may be used for making changes to the project, such as adding new fields or modifying existing fields, by using an offline method called the Data Dictionary. The Data Dictionary is a specifically formatted CSV (comma delimited) file within which you may construct your project fields and afterward upload the file here to commit the changes to your project.

Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button. Once your file has been uploaded, changes will NOT immediately be made but will be displayed and checked for errors to ensure that all the formatting in your Data Dictionary is correct before official changes are made to the project. **Snapshot note:** A snapshot of your project's current Data Dictionary will be created automatically during the Data Dictionary upload process before committing the new Data Dictionary. The snapshot can later be accessed and downloaded from the Project Revision History page.

Need some help?

If you wish to view an example of how your Data Dictionary may be formatted, you may download the [Data Dictionary demonstration file](#), or you may view the [Data Dictionary Tutorial Video \(10 min\)](#). For help setting up your Data Dictionary, you may also see the instructions listed on the [Help & FAQ](#).

Steps for making project changes:

- 1.) [Download the current Data Dictionary](#)
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

No file chosen

Please Note: Ensure you have selected the correct 'Format for min/max validation values for date and datetime fields' option from the dropdown list, just above the 'Choose File' button.

- A file explorer window will open, browse to the file location of where your required data dictionary is saved as a CSV and select it. Select the 'Open' button

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- You should see the start of your file name and then .csv to the right of the **'Choose File'** button. Select the **'Upload File'** button

Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

Choose File

Upload File

- You will be advised if the upload was successful, or if there are any issues you need to resolve. Ensure you read the message carefully. Once you are happy and want to commit your changes, select the **'Commit Changes'** button

✓ **Your document was uploaded successfully and awaits your confirmation below.**

- No errors or warnings were found in the document.
- The uploaded data dictionary **contains 25 fields**, which will replace the 1 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).

Are you ready to commit the changes to the project from the uploaded Data Dictionary?
(Click the button below to submit the changes.)

Commit Changes [Cancel](#)

- Once the changes have been made and successfully committed, you will be advised and then can go to the **'Online Designer'** tab to make any required modifications to the instruments and fields, or the **'Project Setup'** tab to keep setting up your project, with the required settings.

Project Home Project Setup Online Designer **Data Dictionary**

VIDEO: [How to use this page](#)

✓ **Changes Made Successfully!**

The field changes included in the uploaded Data Dictionary have been committed.