

RUTGERS

Robert Wood Johnson
Medical School

Create First Survey in REDCap System

Rutgers - Robert Wood Johnson Medical School
Office of Information Technology

REDCap (Research Electronic Data Capture) Introduction

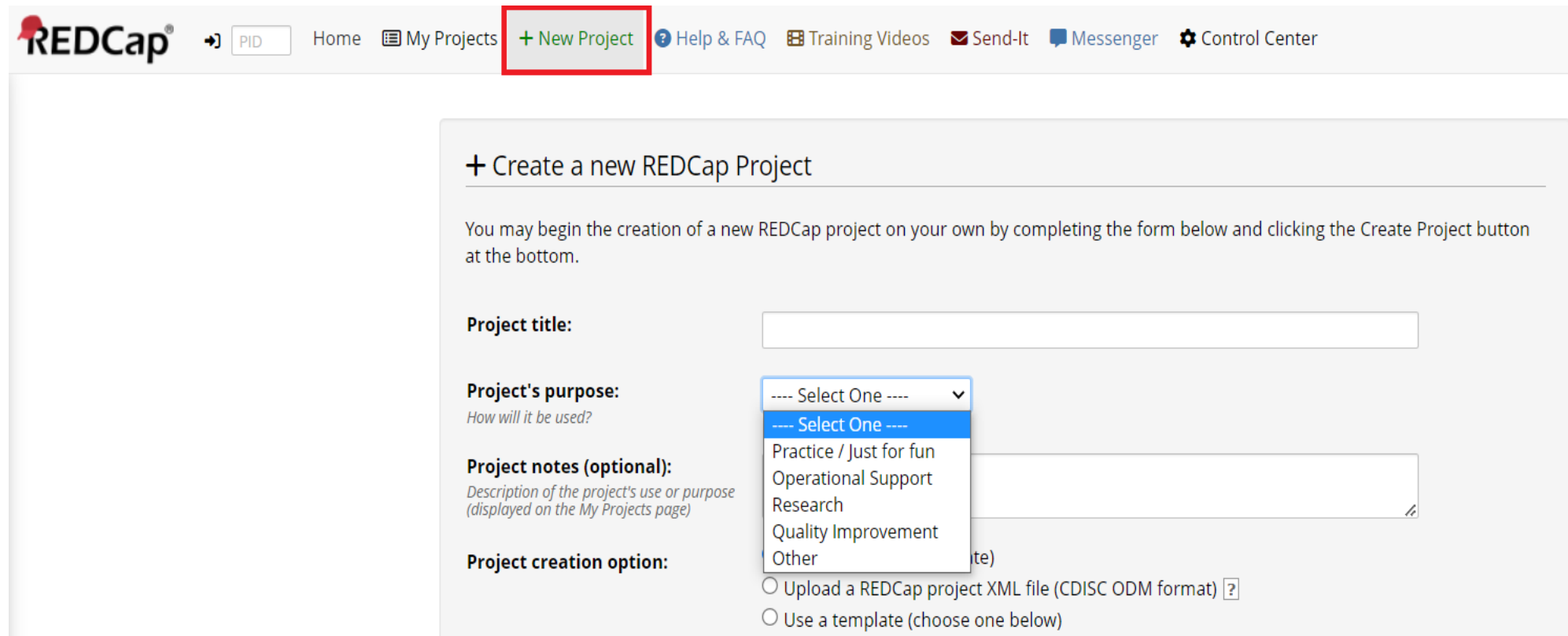
- REDCap is a free, secure web application capable to build and manage online **surveys** and datasets. It offers versatility in collecting various types of data while ensuring compliance with regulations such as 21 CFR Part 11, FISMA, HIPAA, and GDPR. REDCap is particularly focused on supporting online and offline data capture for **research studies and operations**.
- Understanding how to create surveys in REDCap is crucial because it empowers researchers to gather accurate, secure, and high-quality data for their studies, streamlining the research process and enhancing the overall impact of their findings.
- Next we'll cover creation of a survey.

REDCap User Account

- RWJMS Employees have access to REDCap using their NetIDs
- Students, Rutgers graduates (active NetID): RWJ OU (Organizational Unit)
- Other Schools (Collaboration): RWJMS REDCap Grouping
- External Users/Collaborators can also gain access by applying for a Guest NetID
 1. <https://requests.rutgers.edu/guest/guest.htm>
 2. <https://requests.rutgers.edu/app/ui/#guestrequest>
 3. <https://requests.rutgers.edu/guest/GuestPolicy.htm>
- User rights to create a project.
- Survey design

REDCap New Project (created by PI)

- Navigate to "New Project" tab on the main page.
- Details on how to fill out the "New Project" form.



REDCap® → PID Home My Projects **+ New Project** Help & FAQ Training Videos Send-It Messenger Control Center

+ 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?

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

Project creation option:

Upload a REDCap project XML file (CDISC ODM format) [?](#)

Use a template (choose one below)

---- Select One ----

---- Select One ----

Practice / Just for fun

Operational Support

Research

Quality Improvement

Other (type)

REDCap New Project (created by PI)

- Enabling to use "Surveys" in project

Project Home | Project Setup | Other Functionality | Project Revision History | [Edit project settings](#)

Project status: Development Completed steps 0 of 7

Main project settings

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

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

Use the MyCap participant-facing mobile app? [Learn more about MyCap](#)

Design your data collection instruments & enable your surveys

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to or Explore the

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

Learn how to use

REDCap Survey Design

- Introduction to the Online Designer.
- Steps to add a new data collection instrument.

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser.
 NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments		Form options:		Survey options:	
+ Create a new instrument from scratch Import a new instrument from the official REDCap Instrument Library Upload instrument ZIP file from another project/user or external libraries		<input type="checkbox"/> Form Display Logic		<input type="checkbox"/> Survey Queue <input type="checkbox"/> Auto Invitation options <input type="button" value="Survey Login"/> <input type="checkbox"/> Survey Notifications	
Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey related options
Prescreening Survey	2			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Participant Info Survey	10			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
How You Are Feeling	7			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Your Mood	12			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Suicide Behaviors	5			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Burn Out	1			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Questions on Anxiety	9			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Alcohol Use	13			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Drug Abuse	12			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Your Attention Self Report	25			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Your Eating Habits	12			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Stress In Your Life	5			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations
Completion Data	3			Choose action ▾	<input checked="" type="checkbox"/> Survey settings + Automated Invitations

REDCap Survey Field Types

- Different field types (text box, radio buttons, etc.) and how to use each.

Current instrument: **Participant Info Survey** [Return to edit view](#)

NOTE: Please be aware that branching logic and calculated fields will not function on this page. They only work on the survey pages and data entry forms.

1. What program are you enrolled at RWJMS:
* must provide value

2. At this time, what is the specialty you think you are most interested in?

3. Ethnicity
 Hispanic or Latino
 Not Hispanic or Latino
 Unknown /

4. Race

5. What is your gender identity?
* must provide value

Self Gender Identity

6. What is your sexual orientation?
* must provide value

MD program
MD/PhD program
BA/MD Program
MD/PharmD Program
MD/Other Program
Access-Med Transition program

Male/ Man
 Female/ Woman
 Trans Male/ Trans Man
 Trans Female/ Trans Woman
 Genderqueer/ Gender Nonbinary
 Another Gender
 Decline To Answer

Lesbian
 Gay
 Queer
 Bisexual
 Straight
 Something Else
 Decline To Answer

reset

reset

reset

REDCap Survey Tips for Questions

- Tips for creating user-friendly and clear questions:
 1. **Choose Simple, Precise Wording**: Keep language simple and precise. Avoid using jargon, abbreviations, or complex vocabulary that might confuse participants.
 2. **One Question at a Time**: Avoid asking multiple questions in one. Break down complex questions into simpler, more direct questions.
 3. **Use Close-Ended Questions When Possible**: Close-ended questions (e.g., multiple choice, yes/no, Likert scales) are easier for participants to answer and easier for you to analyze.
 4. **Be Neutral**: Avoid leading questions or questions that imply a certain answer. Keep your questions unbiased to get honest responses.
 5. **Order Matters**: Arrange questions in a logical order. Start from general questions and gradually move to specific ones.
 6. **Use Mandatory Fields Wisely**: Make a question mandatory only if it's absolutely necessary. Too many required fields may lead to survey fatigue.
 7. **Test Your Questions**: Pilot your questions on a small group to ensure they are clear and easy to understand. Use the feedback to improve your survey.

REDCap Survey Setting (testing your survey before distribution)

- Survey settings:
 1. Anonymous
 2. Participant list
 3. Reminder emails
- Survey distribution methods:
 1. Public link
 2. Participant list
- Overview of tracking responses in REDCap

REDCap Survey Demo

- [Online Demo to create a survey](#)

REDCap Survey Conclusion & Questions

- Recap to create a survey:
 1. User Access
 2. Survey form creation / types / distribution / report
 3. RWJMS REDCap URL: <https://redcap.rwjms.rutgers.edu>
 4. REDCap's more resources and features:
<https://projectredcap.org/resources/>

- **Questions**

REDCap Survey

- THANKS!
- <https://rwjms.rutgers.edu/new-oit/learn-it-lunch-webinar-resources>