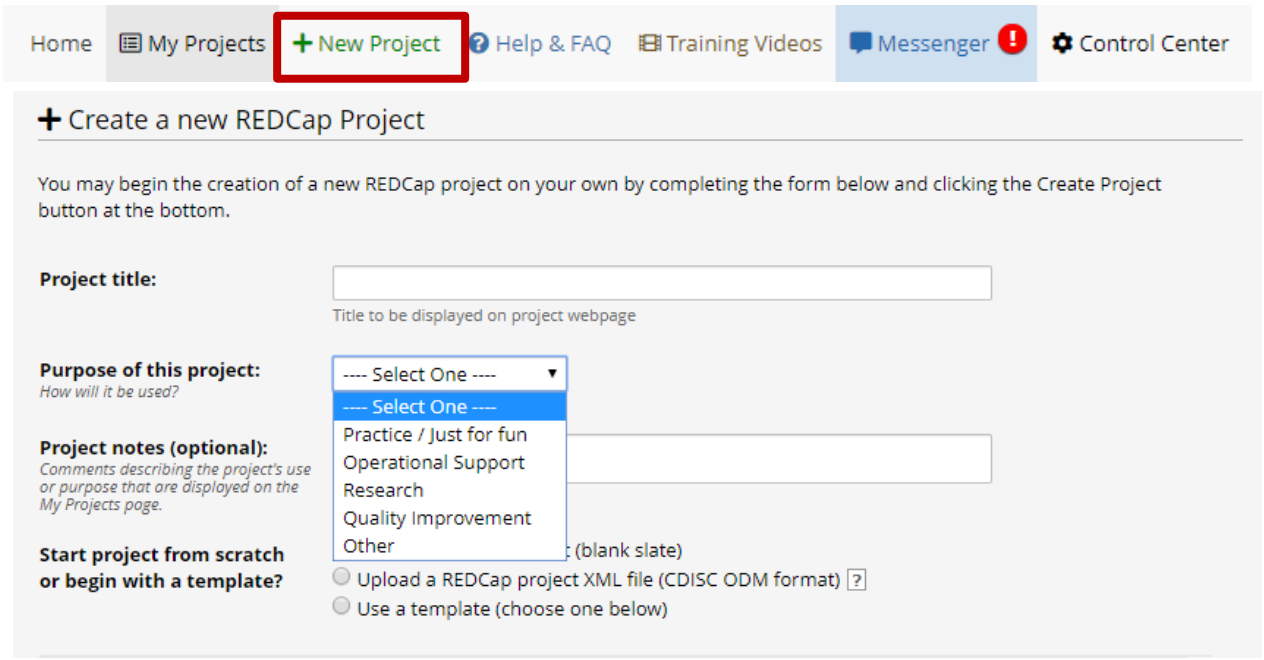
Frequently Asked Question (FAQ) Library

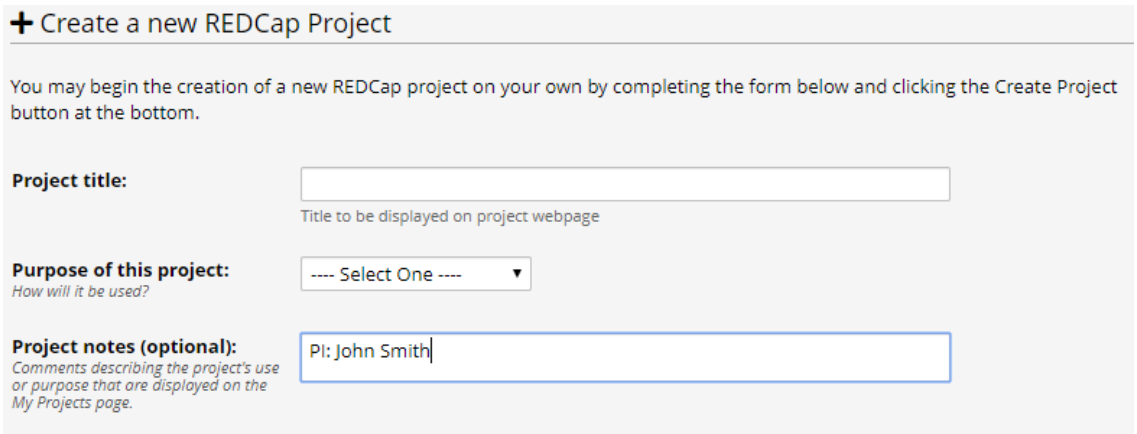
How do I create a new project?

Use your Yale NetID and password to login to REDCap: https://portal.redcap.yale.edu/

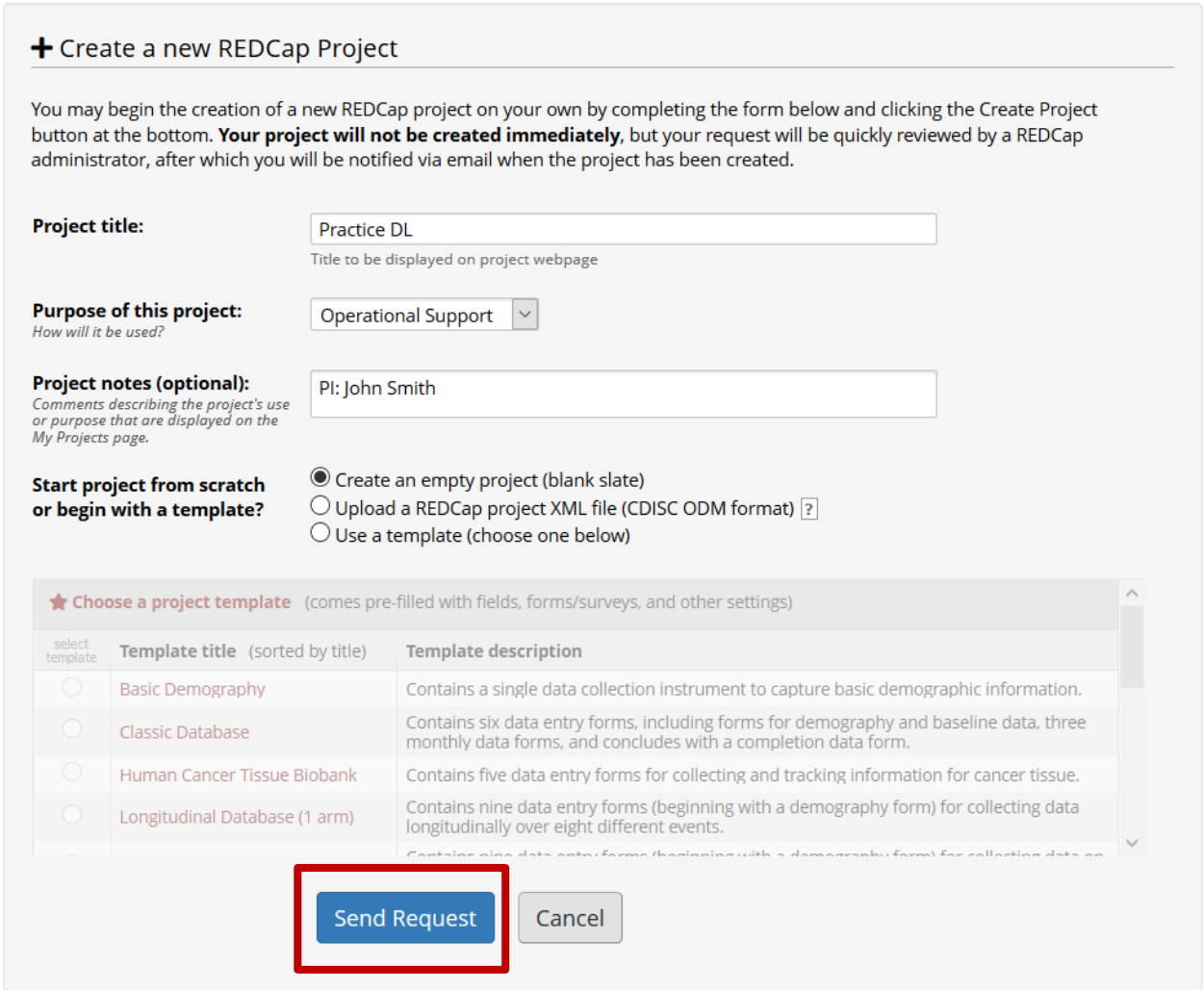
1. Along the top of the homepage, select '**+New Project**.' Enter the project title and purpose on the form.



2. In the '**Project notes**' box, indicate whether the project is for '*Main study*', '*Test/Development*', '*Ancillary Study*' or other purpose. If you do not see a Principal Investigator (PI) box on your form, please provide the PI's name in the '**Project notes**' box as shown below.



3. After the form is completed, click '**Send Request**' and an automated email notification will be sent to our team.



4. **Please allow 1-2 business days for your request to be reviewed and approved.** If there are any questions about your project request, we will contact you. Once the project is approved, you will receive an email confirmation informing you that your project has been created.