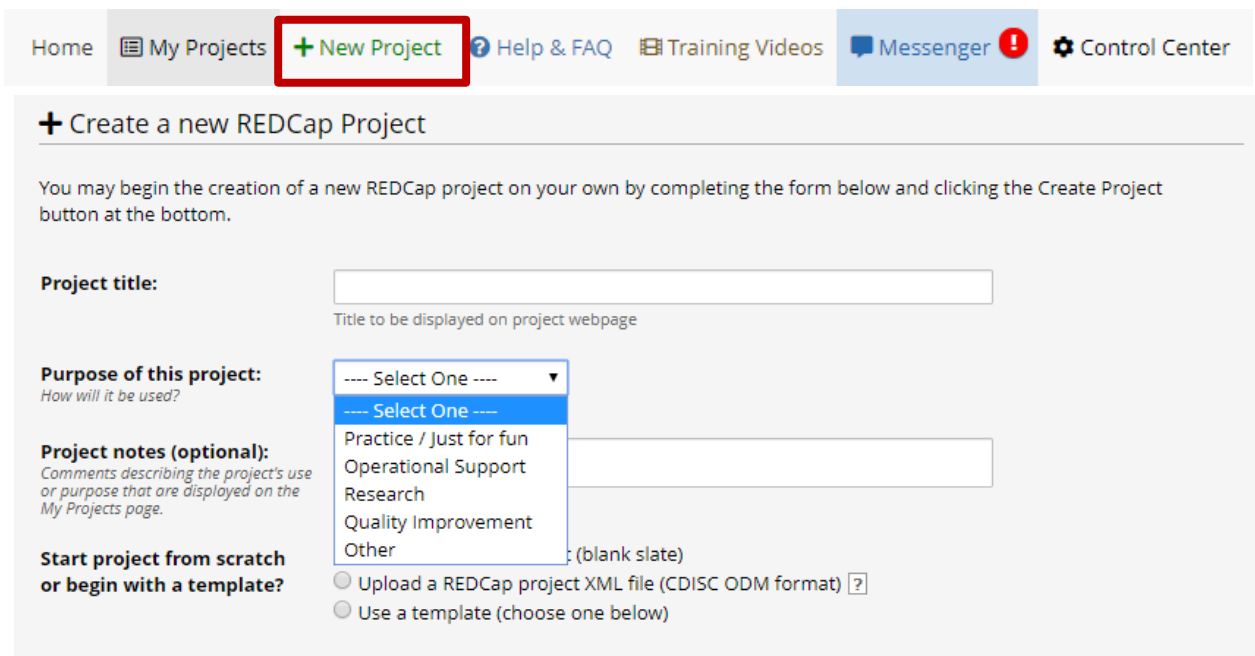


Frequently Asked Question (FAQ) Library

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.



Home My Projects **+ New Project** Help & FAQ Training Videos 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.

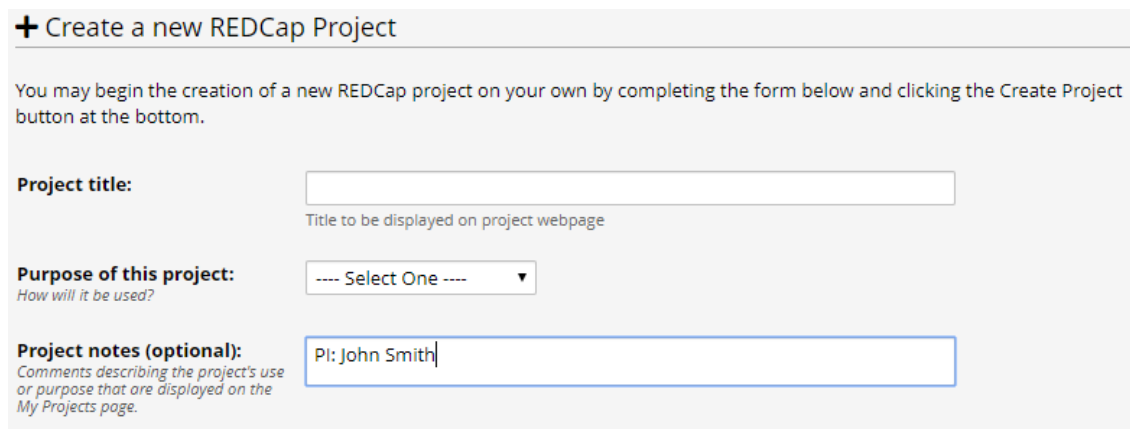
Project title:
Title to be displayed on project webpage

Purpose of this project: *How will it be used?*
 --- Select One ---
 --- Select One ---
 Practice / Just for fun
 Operational Support
 Research
 Quality Improvement
 Other (blank slate)

Project notes (optional): *Comments describing the project's use or purpose that are displayed on the My Projects page.*

Start project from scratch or begin with a template?
 Upload a REDCap project XML file (CDISC ODM format) [?](#)
 Use a template (choose one below)

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.



+ 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:
Title to be displayed on project webpage

Purpose of this project: *How will it be used?*
 --- Select One ---

Project notes (optional): *Comments describing the project's use or purpose that are displayed on the My Projects page.*

Frequently Asked Question (FAQ) Library

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

+ 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. **Your project will not be created immediately**, but your request will be quickly reviewed by a REDCap administrator, after which you will be notified via email when the project has been created.

Project title:
Title to be displayed on project webpage

Purpose of this project: How will it be used?

Project notes (optional):
Comments describing the project's use or purpose that are displayed on the My Projects page.

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)

<small>select template</small>	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"/>	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.

- 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.