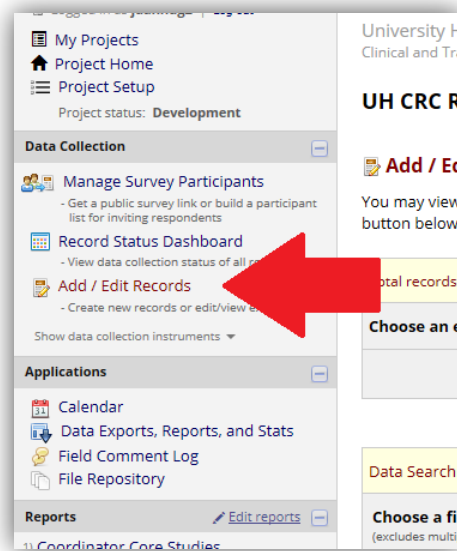


UH CRC Research Study Database User Guide

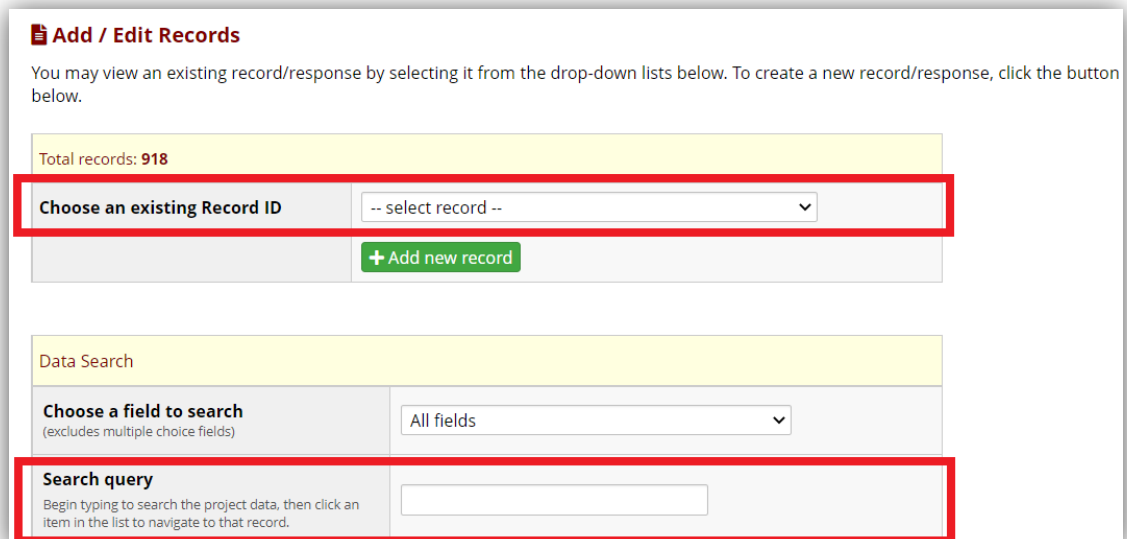
The UH CRC Research Study Database is currently being used to ensure that active and enrolling research studies are posted to the website so that interested patients and physicians are aware of potential opportunities to participate.

Follow the instructions below to submit a new study, or to update or modify existing studies for the Non-Cancer UH Clinical Trial Finder web application (<https://clinicaltrials.uhhospitals.org/>).

1. To add a new study, or to update or modify existing studies, visit the [UH CRC Research Study Database](#) in REDCap.
 - Select **Add / Edit Records** in the menu on the left-hand side.



- Select the **Choose an existing Record ID** dropdown menu to find your study record in the database. You may also search for your study via the **Search Query** field.
- To submit a new study, select the green **+Add new record** button.

A screenshot of the 'Add / Edit Records' form. The form has a title 'Add / Edit Records' and a sub-header 'You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.' Below this, there is a yellow box containing 'Total records: 918'. Underneath, there is a dropdown menu labeled 'Choose an existing Record ID' with the text '-- select record --' and a green button labeled '+ Add new record'. Below this, there is another yellow box labeled 'Data Search'. Underneath, there is a dropdown menu labeled 'Choose a field to search' with the text '(excludes multiple choice fields)' and the text 'All fields'. At the bottom, there is a text input field labeled 'Search query' with the text 'Begin typing to search the project data, then click an item in the list to navigate to that record.' Red boxes highlight the 'Choose an existing Record ID' dropdown and the 'Search query' field.

REQUIRED FORM

2. Select and complete (or update) the **Study Info For Website** form.

- Data from this form will automatically feed to the UH Clinical Trial Finder (<https://clinicaltrials.uhhospitals.org/>) when certain conditions are met, so patients and providers can easily find research opportunities.



Data Collection Instrument	Status
Study Info For UH Website (survey)	<input type="radio"/>
Protocol Information	<input type="radio"/>
Study Contact Info	<input type="radio"/>
Study Approvals & Milestones	<input type="radio"/>
Drug & Device Info	<input type="radio"/>
PI Information Form	<input type="radio"/>

- To feed studies to the website, ensure the following conditions:
 - ✓ **Enrollment Status** = Recruiting: Open to Enrollment
 - ✓ **Please post to website** = Yes
- When completing the **Brief Summary/Purpose** field, be sure to modify the consent language to be appropriate for the website (i.e., Remove “you are being invited,” and replace with, “The purpose of this study...”
- **NOTE:** The study will not be posted to the website if required fields are not completed, (e.g., IRB number, NCT#, study contact name and phone number).

REDCap Tips and Instructions

- General Information: [REDCap.UHhospitals.org/](https://redcap.uhhospitals.org/)
- Help and Tutorials:
 - [REDCap Help & FAQs](#)
 - [REDCap Training Videos](#)
 - REDCap@UHhospitals.org
- [New UH REDCap Project Request](#)
- [REDCap User Access Request](#) *Note: You may only request a new user to one of your own **EXISTING** projects.
 - **If you already have a UH REDCap account:** contact the departmental personnel who manages the current REDCap project and has access to “User Rights” and request them to add you to the project.
 - **If you do NOT have a UH REDCap account:** contact the departmental personnel who manages the current REDCap project and request them to complete the REDCap User Access Request form