Multiple Surveys

Research & Innovation Advancement

IWK Health

Select project title, purpose, project notes, and choice of blank slate or template from list:

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 for documentation purposes only.

Start project from scratch or begin with a template?
○ Create an empty project (blank slate)
◉ Use a template (choose one below)

⭐ **Choose a project template**   (comes pre-filled with fields, forms/surveys, and other settings)   ⊕ Add templates (super users only)

select template	Template title (sorted by title)	Template description
○	Basic Demography	Contains a single data collection instrument to capture basic demographic information.
○	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.
○	Human Cancer Tissue Biobank	Contains five data entry forms for collecting and tracking information for cancer tissue.
○	Longitudinal Database (1 arm)	Contains nine data entry forms (beginning with a demography form) for collecting data longitudinally over eight different events.
○	Longitudinal Database (2 arms)	Contains nine data entry forms (beginning with a demography form) for collecting data on two different arms (Drug A and Drug B) with each arm containing eight different events.

Create Project   Cancel

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There are many features and options available when setting up project:

MULTIPLE SURVEYS PER PROJECT

A data collection instrument can be enabled as a survey in the Online Designer tab.

LONGITUDINAL DATA COLLECTION

If the project is using longitudinal data collection, then after enabling an instrument as a survey, data may be collected via survey for ANY event for which the instrument has been designated, thus allowing them to collect survey data longitudinally over multiple events (and arms).
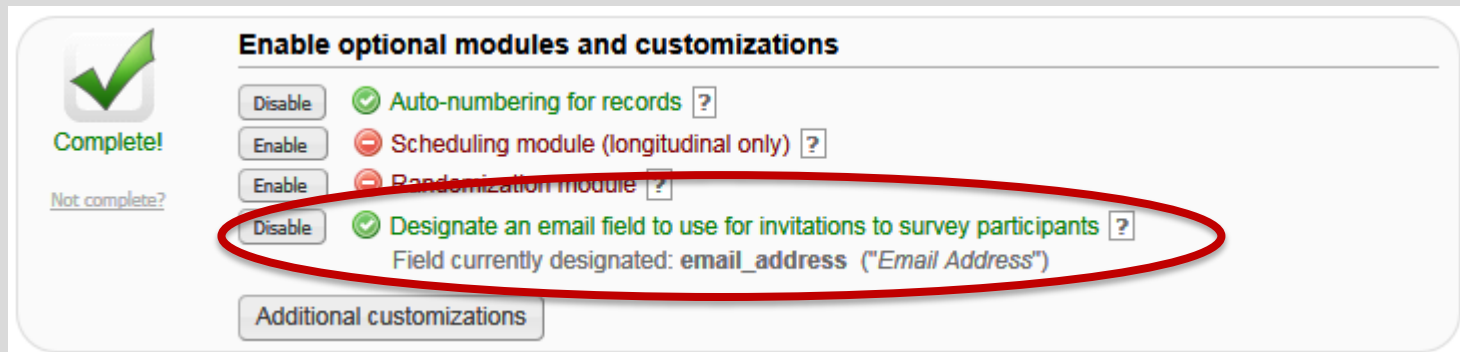
DESIGNATE EMAIL ADDRESS

Capture a participant's email address by designating a field in the project to be the survey participant email field. Once designated, if an email address is entered into that field for any given record, users will then be able to use that email address in any given survey in the project to send survey invitations.

Use for projects that:

- have surveys in which the first data collection instrument is not a survey

  OR

- Have used a Public Survey Link as the first survey and other surveys follow it.

Participant List may be used to send emails to many participants at once. There is one participant list per survey. And each drop-down choice is one survey (per event if longitudinal).

Step1: Compost message

Draft your message with from, to, and email body.

Step 2: Conditions

Specify if when another survey is completed and / or when a specific logic is true.

Step3: When

Schedule when to send after conditions are met

Optional: Reminders

Set reminders for non-responders.

Step 4: Activate

can be set as "active" or "not active" at any time, either temporarily or indefinitely.

⏱ **Define Conditions for Automated Survey Invitations** ✖

Instructions: In this pop-up you may define your conditions for automated survey invitations that will be sent out for the survey (and event, if a longitudinal project) listed in the Info box below. Tell me more

📋 **Info**
Survey title: Medication Survey
Event: Month 1

✉ **STEP 1: Compose message**

From: jacevedo@bsd.uchicago.edu ▼
(select any project user to be the 'Sender')

To: [All participants who meet the conditions defined]

Subject: [   ]

[text area]

NOTE: The survey link will be automatically included in the email message.

You may use HTML formatting in the email message:<b> bold, <u> underline, <i> italics, <a href="...."> link, etc.

✎ How to use Piping in the survey invitation

⚙ **STEP 2: Conditions**

Specify conditions for sending invitations:

☑ When the following survey is completed:
"Medication Survey" - Baseline ▼

AND ▼

☐ When the following logic becomes true:
[   ]

(e.g., [enrollment_arm_1][age] > 30 and [enrollment_arm_1][gender] = "1")

How do I use special functions?

☑ Ensure logic is still true before sending invitation? [?]

⏱ **STEP 3: When to send invitations AFTER conditions are met**

○ Send immediately
○ Send on next -- select day -- ▼ at time [   ] ⏱ H:M
○ Send after lapse of time: [ ] days [ ] hours [ ] minutes
○ Send at exact date/time: [   ] 📅⏱ M/D/Y H:M

🍕 **OPTIONAL: Enable reminders**

☐ Re-send invitation as a reminder if participant has not responded by a specified time?

✉ **STEP 4: Activated?**
Activate these automated invitations? In order for automated survey invitations to be sent using these specified conditions, it must be set to Active. You may make them Not Active (and vice versa) at any point in the future.

○ Active ○ Not Active

[Save] [Cancel]

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SURVEY INVITATION LOG

Lists participants who have:

- been scheduled to receive invitation

- received invitation

- responded to survey

RECORD STATUS DASHBOARD

This page displays a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). When viewing this page, form-level privileges are utilized (i.e. cannot see a form's status if user does not have access to that form), and if the user belongs to a Data Access Group, they will only be able to view the records that belong to their group.

SUMMARY OF SENDING SURVEY INVITATIONS

*DCI = Data Collection Instrument

First DCI* is not a survey	Participant list	Ability to schedule invitations	Survey invitation log
Send the public link	N	N	N
Survey participant email field	N	N	Y (for surveys triggered by this field only)

First DCI* is a survey	Participant list	Ability to schedule invitations	Survey invitation log
Automated invitations	Y	Y	Y
Compose survey invitation	Y	Y	Y

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