REDCap User Guide 2

Authorship project and data collection dates

GlobalSurg Training

Authorship project and data collection dates

Prerequisite:

When you log into REDCap, you will see two projects, "Data" and "Authorship".

Recall from the first part of this guide, that the "Authorship" project contains details about your mini-team.
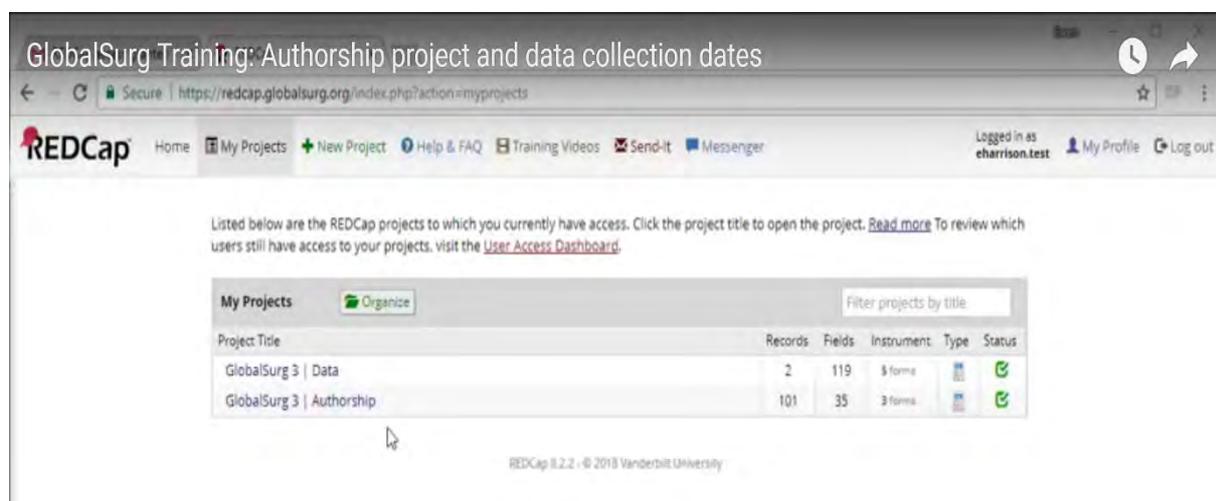
We will look at the "Authorship" project first. This is the main project homepage:
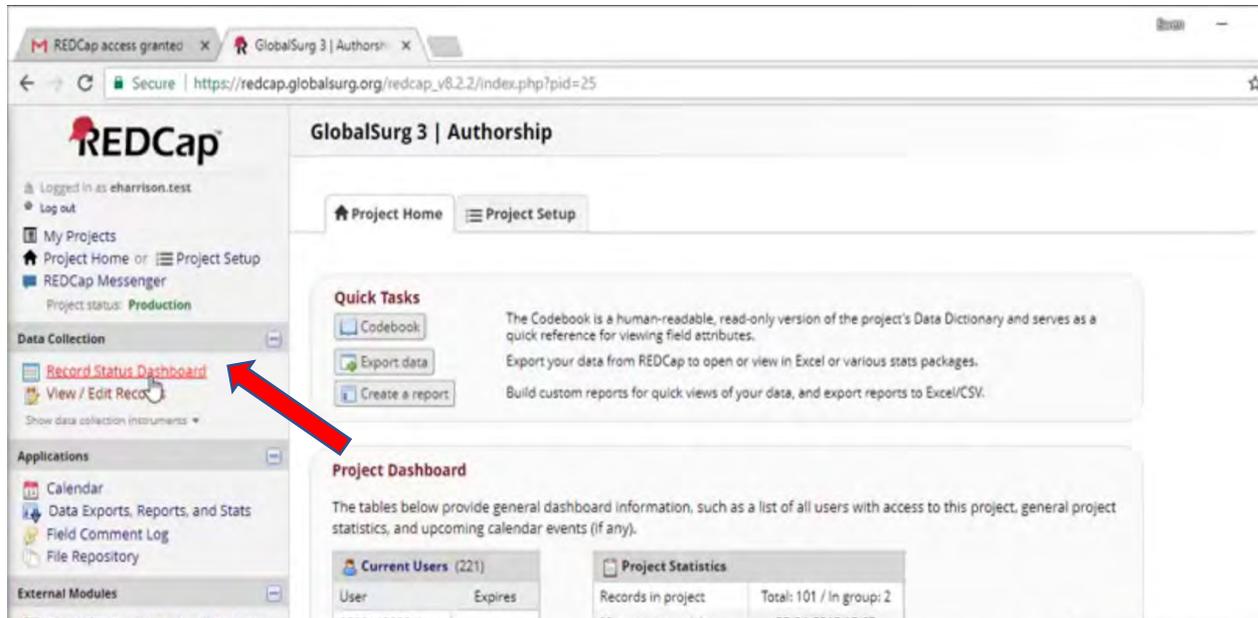
On the left-hand side are the main menus that you need, and the "Record Status Dashboard" (where the arrow is pointing to in the image), is the main one that you will use.

Steps:

1. Click on "Record Status Dashboard". You will see within this project, records for each of the mini-teams in your hospital. If you are the only team in your hospital, then there will be only one record. If there are several teams in your hospital, then there will be many records. The image below shows two teams, and two records.
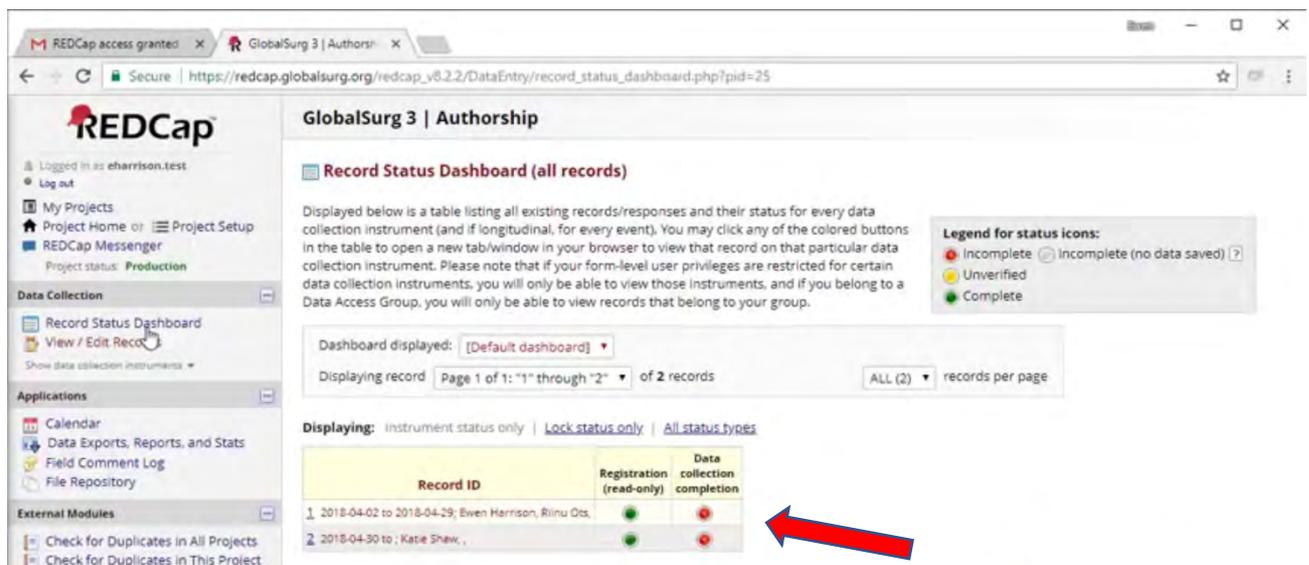
2. It may be that the record was filled in during your time on the project. As the example above shows, if we want to access the first record, we click on the 'green' dot under 'Registration (read only)' and open it.
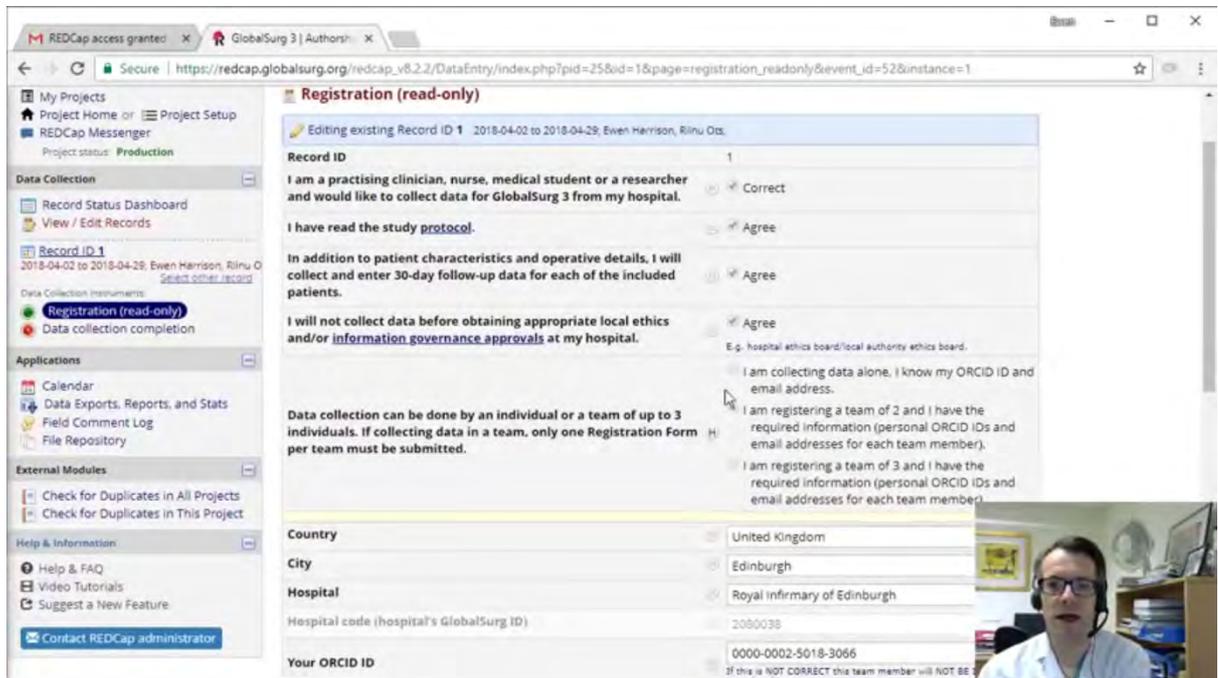
3. This form has the details that were filled in when registration was done for the study. It holds the details of the collaborators (the team members in that registration). It holds the email addresses, the first and last name, and the ORCID IDs.

4. Take note that your ORCID ID is very important. You will need to provide an ORCID ID number to register for the study. Ensure that your name on ORCID is as you want it to appear on final publications, as this is what will used to create the authorship list.
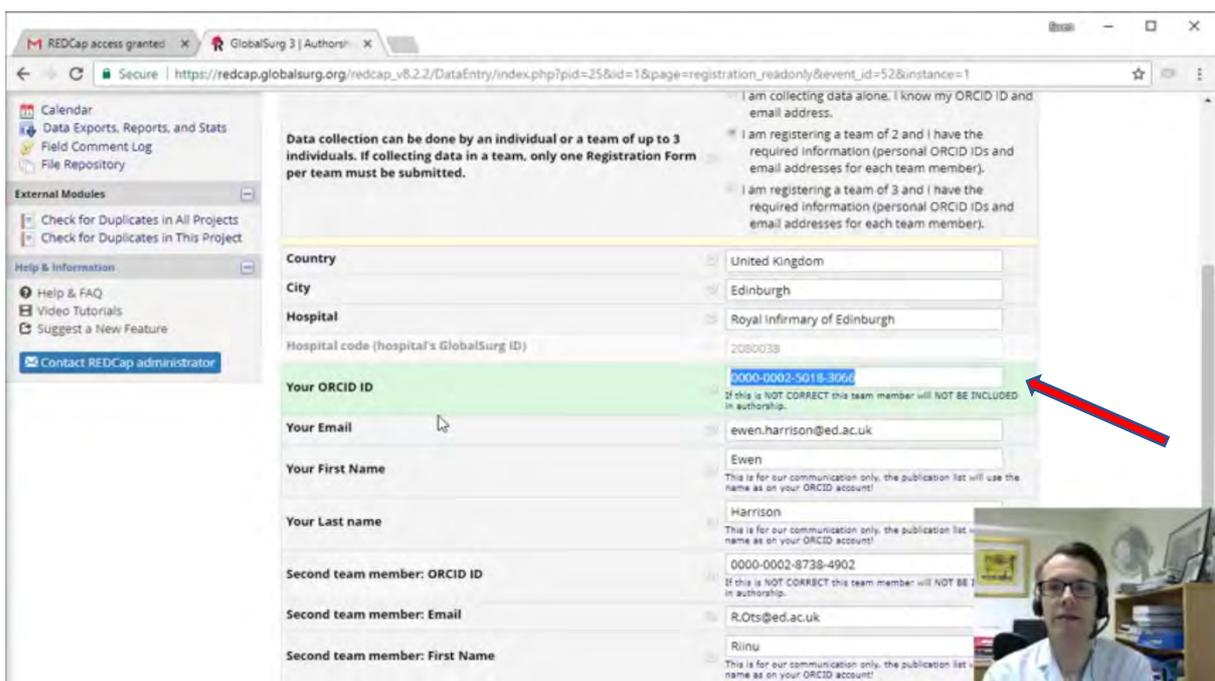
- Note that you cannot change any of this data. These are the pieces of data that were provided by you when you registered. If you need to change any of these details, please email enquiry@globalsurg.org

5. Back to the menus on the left-hand side, click on the other data instrument "Data collection completion"
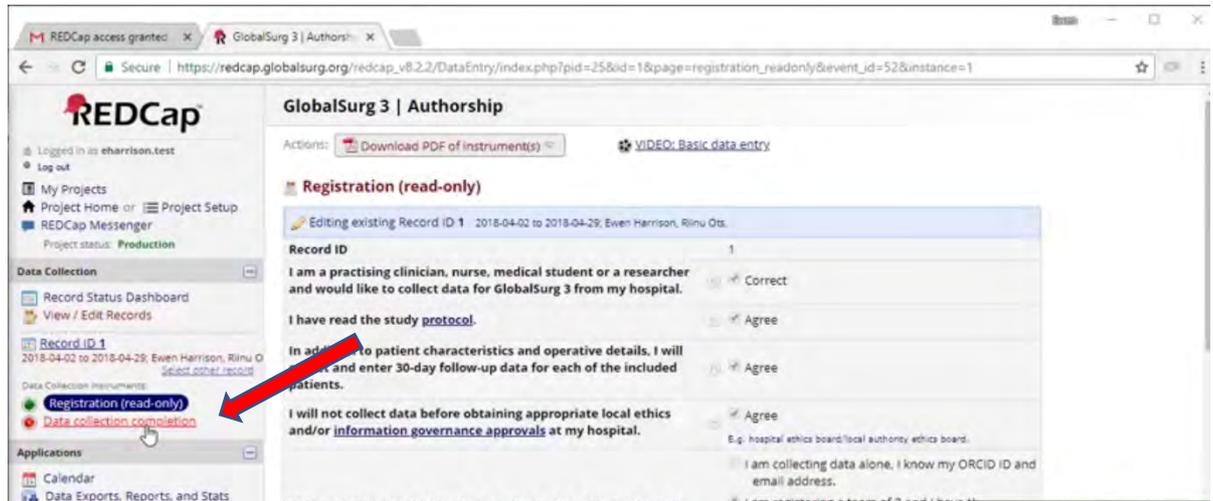
6. This instrument shows the start of the data collection period, the end of the data collection period, and the length of days of the data collection, for the mini-team. We ask that at the end of the data collection period, you confirm that you have included every eligible patient that was treated in your hospital and meets the inclusion criteria. You confirm this by clicking the button shown by the arrow below:
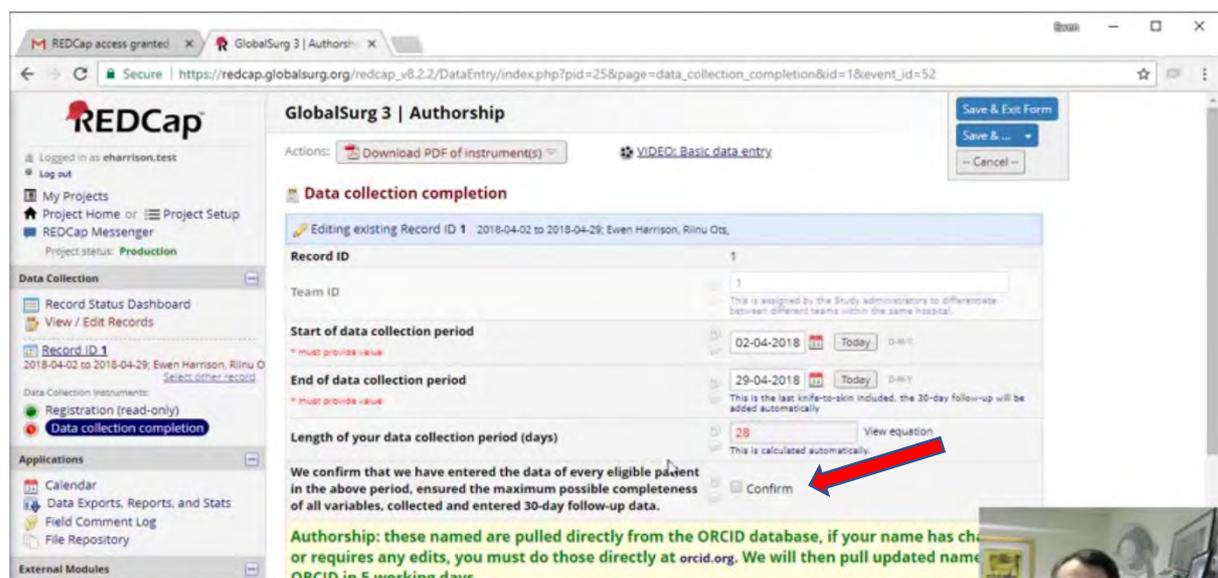
7. Further down this page, (the circled region in the next picture), is where your authorship name will appear from ORCID when we pull them towards the end of project, so you can check and ensure that they are correct.