



National Institute of Environmental Health Sciences  
*Your Environment. Your Health.*

# **NICHD COVID-19 Common Data Elements: NIEHS DR2 Resources Portal and REDCap Informational Guide**



*Eunice Kennedy Shriver* National Institute  
of Child Health and Human Development

## Overview:

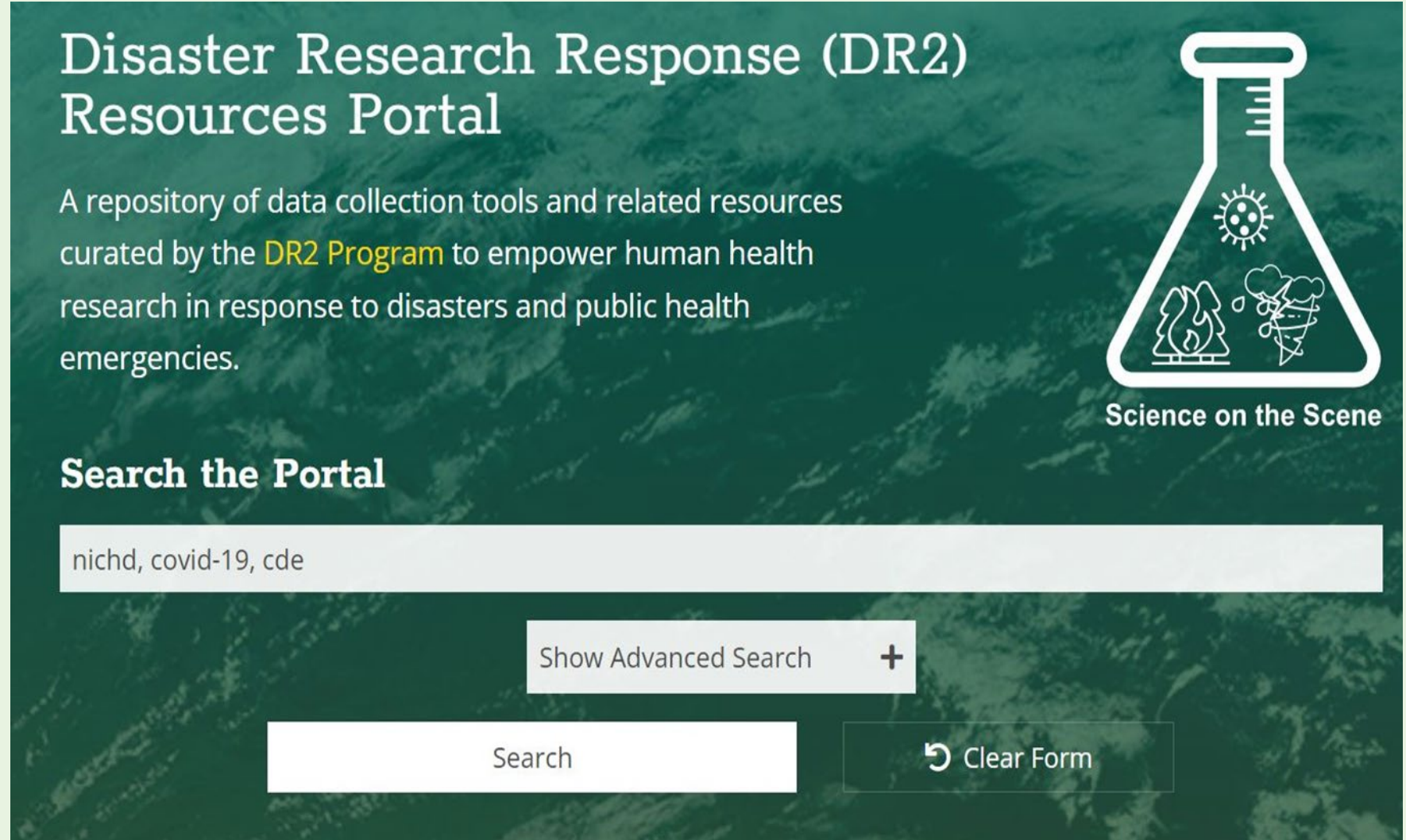
This informational guide will demonstrate:

- ❖ How to search the DR2 Resources Portal for the NICHD COVID-19 Common Data Elements;
- ❖ upload the NICHD COVID-19 CDEs from the Portal into REDCap;
- ❖ and import surveys from the REDCap Shared Library and outside sources into your NICHD COVID-19 CDE REDCap project

Basic knowledge of the features and functionality of REDCap is needed. To gain a better understanding of REDCap, [go to Project REDCap's video demonstrations](#).

# Searching the DR2 Resources Portal for the NICHD COVID-19 CDEs:

- 1) Go to the DR2 Resources Portal homepage  
[tools.niehs.nih.gov/dr2/](https://tools.niehs.nih.gov/dr2/)
- 2) In the search bar, enter the key terms **nichd**, **covid-19**, and **cde** separated by commas
- 3) Click the **Search** button to see the Search Results page



## Disaster Research Response (DR2) Resources Portal

A repository of data collection tools and related resources curated by the **DR2 Program** to empower human health research in response to disasters and public health emergencies.

### Search the Portal

+

# How to search the portal using the Advanced Search filters:

**Search the Portal**

Enter a Search Term

Administered By  Administration Mode  Publication Time

Availability

Common Data Elements  **Parent Filter**

☒ Yes ☐ No **Options**

Electronic Data Capture (EDC)

☐ EpilInfo  
☐ GitHub  
☐ Qualtrix  
☒ RedCap  
☐ Other

Research Program Product

Resource Type

☐ Data Dictionary  
☒ Guideline  
☐ Instructional Manual  
☐ Research Protocol  
☐ Sample Collection Form  
☐ Survey/Questionnaire  
☐ Toolkit

Study Population

☐ General  
☒ Age  
☐ Occupation or Worker  
☒ Sex or Gender  
☐ Special Population  
☐ Other

Event Type

☐ Chemical, Contamination or Release Event  
☐ Extreme Weather-Related Event  
☐ Geologic Event  
☐ Humanitarian Event  
☒ Infectious Disease Outbreak  
☐ Large Scale Accident

Exposure Agent

☒ Biological or Infectious Agent  
☐ Chemical Agent  
☐ Physical or Violence Agent  
☐ Radiological Agent

Health Impact or Organ System

Funding Source

☐ Academic Institution  
☐ International Agency or Organization  
☒ National Institutes of Health

- 1) On the portal homepage, click to **Show Advanced Search** filters
- 2) Click the drop down arrow next to the parent filters and select the following options:
  - Common Data Elements: **Yes**
  - Electronic Data Capture (EDC): **RedCap**
  - Resource Type: **Guideline**
  - Study Population: **Age and Sex or Gender**
  - Event Type: **Infectious Disease Outbreak**
  - Exposure Agent: **Biological or Infectious Agent**
  - Funding Source: **National Institutes of Health**
- 3) Click the **Search** button located below the advanced search function.



# Search Results Page:

Once you've entered your search, either by entering key terms in the search bar or selecting filters on the Advanced Search, you will be directed to the Search Results page. From here you can sort through the results using the features below and narrow the search results down further using the Filter By panel on the left hand side of the webpage.

The screenshot shows the Search Results page with the following callouts:

- Filter criteria provides definitions of the parent filters and options (see next slide for additional information)**: Points to the 'FILTER BY' panel on the left.
- Select the chevron (>) next to the parent filter to see the list of options (same options shown under the Advanced Search). Some options can be broken down further. To see the additional, more specific tags, click the chevron (>) next to the option**: Points to the chevron next to 'Administered By' in the 'FILTER BY' panel.
- Parent filters are shown in blue text**: Points to the blue text 'Administered By' in the 'FILTER BY' panel.
- Selected filters from Advanced Search function. Click the X to remove the filter from the search results**: Points to the 'X' icon next to 'National Institutes of Health' in the 'Selected Filters' section.
- Click here to choose how many records to display on a page**: Points to the 'Show: 10 of 3' dropdown menu.
- Click here to sort records by data published (newest-oldest, oldest-newest) or alphabetically (A-Z, Z-A)**: Points to the 'Sort: Date Published (Newest)' dropdown menu.
- Each record on the results page will display the title, main resource type, brief description, and publish date**: Points to the first search result, 'Recommendations for Common Data Elements for Post-Acute Sequelae...'

The 'FILTER BY' panel on the left lists the following filters: Administered By, Administration Mode, Administration Time, Availability, Common Data Elements, Ease of Use, Electronic Data Capture (EDC), and Flesch-Kincaid Reading Level. The 'Selected Filters' section shows: Yes, RedCap, Guideline, Age, Sex or Gender, Infectious Disease Outbreak, Biological or Infectious Agent, and National Institutes of Health. The 'Sort' dropdown is set to 'Date Published (Newest)'. The 'Show' dropdown is set to '10 of 3'. The first search result is 'Recommendations for Common Data Elements for Post-Acute Sequelae...' with a resource type of 'Guideline', a description, and a publish date of '08/27/2021'.

# Filter Criteria Guidance:

RESOURCE DESCRIPTION	Study Population
<p><i>Information used to identify and describe the basic features of a given Resource</i></p> <p><b>Title:</b> Title of the Resource. Do not begin the title with “A, An, or The.”</p> <p><b>Subtitle:</b> Subtitle of the Resource. Do not include subtitles in the main title field.</p> <p><b>URL:</b> The main website/webpage where the Resource is located online. In some cases where the resource is hosted by NIEHS, this URL will be to a PDF. Related components of the Resource that are individual documents/tools are listed separately below.</p> <p><b>Description:</b> Other details that describe the study, major modules, study design, past use, IRB status, version history, or other unique information a user needs to know.</p> <p><b>Resource Type:</b> Main Resource type</p> <ul style="list-style-type: none"><li>• <b>Consent Form:</b> A component of the informed consent process that provides a written summary of the research project (including the study's purpose, research procedures, potential risks and benefits, etc.) and explains the individual's rights as a research participant.</li><li>• <b>Data Dictionary:</b> A list of each variable in a protocol and associated attributes such as variable names and unique identifiers</li><li>• <b>Guideline:</b> A checklist, flow diagram, or structured text developed using explicit methodology to guide authors in reporting a specific type of research</li><li>• <b>Instruction Manual:</b> A technical document that provides step by step instructions to complete a task</li></ul>	<p>Population for which a Resource was created or is appropriate for use with to collect data. This tag is NOT used to indicate the inclusion of a demographic question about a population contained in a Resource. If multiple populations are indicated or typically included in a study population, select all that apply. If no specific population is indicated, select General.</p> <ul style="list-style-type: none"><li>• <b>General:</b> Any population or no specific population indicated</li><li>• <b>Age</b><ul style="list-style-type: none"><li>○ <b>Any Age:</b> If other population types are indicated but age is not, select Any Age, along with any other options that apply. If no age or other specific population characteristics are indicated, select General only (leave Any Age blank).</li><li>○ <b>Adult:</b> Individual 18 years or older<ul style="list-style-type: none"><li>▪ Elderly/Older Adult: Individual 65 years or older</li></ul></li><li>○ <b>Child:</b> Individual under the age of 18<ul style="list-style-type: none"><li>▪ Infant: Child less than 1 year old</li><li>▪ Adolescent/Teen: Individual between the ages of 10 and 18</li></ul></li></ul></li><li>• <b>Occupation/Worker</b><ul style="list-style-type: none"><li>○ <b>Cleanup/Remediation Worker:</b> Individual who is professionally trained to clean up disaster sites, debris or remediate waste and works in this field [e.g., fire, water, mold remediation contractors]</li><li>○ <b>Essential Services Worker:</b> Workers in sectors that provide essential goods and services, interconnectedness and operability, public safety, and security during a public health emergency or disaster [e.g., hospital janitorial staff, grocery/food</li></ul></li></ul>

If you need help making sense of the Search Filters, [go to the Filter Criteria document](#). This document provides brief descriptions of the keyword tags used to curate individual resources within the repository. These descriptions are not formal definitions, but indicators of how tags are defined and used specifically for the purposes of the Portal. All of the tags used to curate a Resource, whether filters or descriptors, are listed in the Resource Details page for each search result.



Search Results

covid-19, pediatric

**FILTER BY** FILTER CRITERIA

- ☐ Administered By
- ☐ Administration Mode
- ☐ Administration/Completion Time
- ☐ Availability
- ☐ Common Data Elements Used
- ☐ Ease of Use
- ☐ Electronic Data Capture (EDC)
- ☐ Flesch-Kincaid Reading Level

New Search

Selected Filters: Yes x RedCap x

☐ Select All Sort: Date Published (Newest) << < Page 1 of 1 > >> Show: 10 of 1

☐ **Recommendations for Common Data Elements for COVID-19 Studies...**  
Promoting Data Harmonization to Accelerate COVID-19 Pediatric Research

**Resource Type:** Guideline  
**Description:** We present a battery of recommended biomedical and psychosocial common data elements (CDEs) and measures that, when combined across datasets, can improve our collective understanding of COVID-19 in children. Representatives from multiple NIH Institutes and partner federal agencies in conjunction with intramural and extramural investigators developed these recommendations for use by any planned or upcoming COVID-19 study that includes children. We...  
**Date Published:** 07/08/2021

< [Return to Search Results](#)

## Recommendations for Common Data Elements for COVID-19 Studies Including Pediatric Participants

Promoting Data Harmonization to Accelerate COVID-19 Pediatric Research

**URL:** <https://www.niehs.nih.gov/research/programs/disaster/database/promoting-data-harmonization-to-accelerate-covid-19-pediatric-research/>

**Resource Type:** Guideline

**Related Resources:** [See list of available resources](#)

**Source:** Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)

**Contact:** [Robert Tamburro](#)

**Availability:** Publicly Available, No Cost

**Related Resources**

**Data Dictionary**

[COVID-19 Pediatric Research Data Dictionary CSV](#)

[COVID-19 Pediatric Research Data Dictionary PDF](#)

[COVID-19 Pediatric Research Data Dictionary XML](#)

**Survey/Questionnaire**

[COVID-19 Pediatric Biomedical Recommended Measures REDCap Version](#)

Contact Us | [Criteria Document](#) | **DR2 Program** | [Frequently Asked Questions](#) | [Help](#) | [Join DR2 Email List](#)

File name: NICHD Pediatric COVID-19 CDEs Data Dictionary

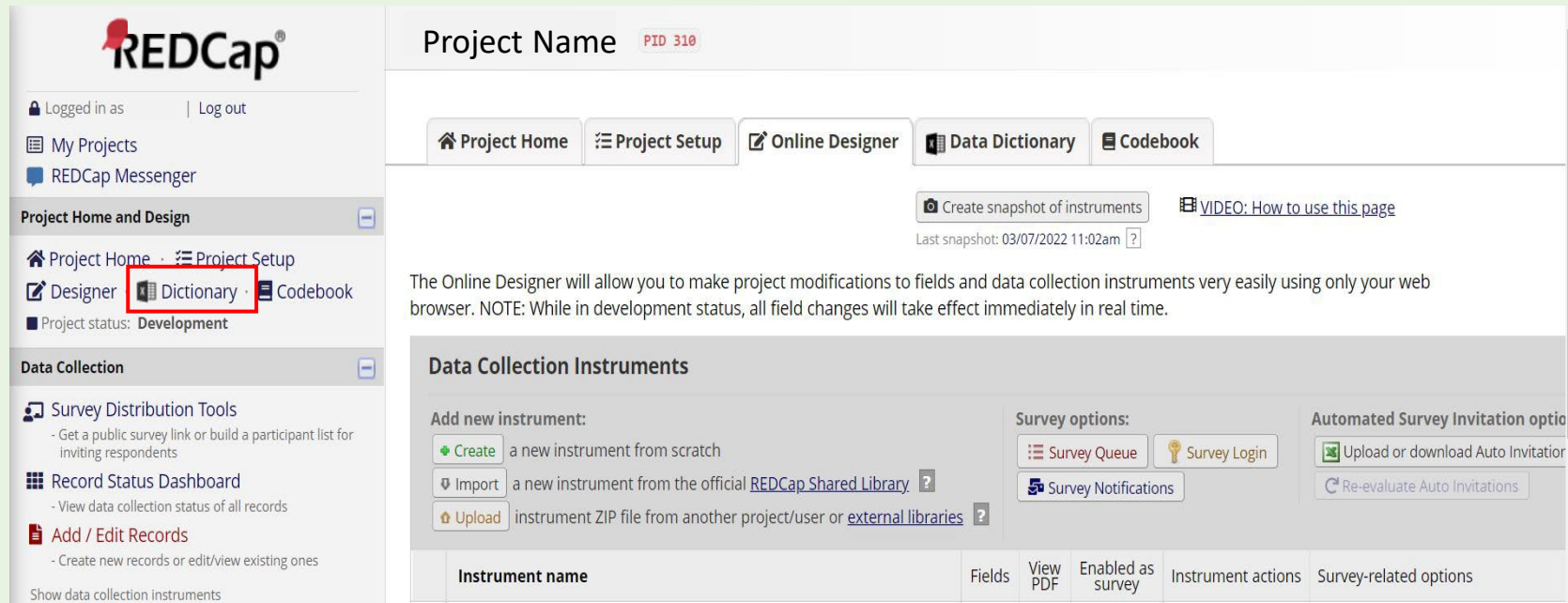
Save as type: CSV (Comma delimited)

# How to find the data dictionary in the record:

- 1) Select the record of interest on the Search Results page
- 2) Locate the **Data Dictionary CSV file** within the record  
\*If the data dictionary is not the main resource, go to the [Related Resources](#) section by scrolling to the bottom of the page or clicking 'See list of available resources' shown in the red box below
- 3) Select the Data Dictionary CSV file to download
- 4) Once downloaded, save the file on your computer  
\*Make sure to save it in CSV comma delimited format


# How to upload the data dictionary into your REDCap Project:

- 1) Login to your REDCap account and select your project or create a new project
- 2) Select **Dictionary** under **Project Home and Design**
- 3) Choose the data dictionary .csv file you previously downloaded and saved from the DR2 Resources Portal
- 4) Upload the file



The screenshot shows the REDCap web interface. On the left sidebar, under 'Project Home and Design', the 'Dictionary' tab is highlighted with a red box. The main content area shows the 'Data Collection Instruments' section. At the top, there's a 'Project Name' field with 'PID 310'. Below it are tabs for 'Project Home', 'Project Setup', 'Online Designer', 'Data Dictionary', and 'Codebook'. The 'Data Dictionary' tab is active. It includes a 'Create snapshot of instruments' button and a 'VIDEO: How to use this page' link. A note states: 'The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.' Below this is the 'Data Collection Instruments' section with options to 'Add new instrument' (Create, Import, Upload) and 'Survey options' (Survey Queue, Survey Login, Survey Notifications). At the bottom, there's a table header for 'Data Collection Instruments' with columns: Instrument name, Fields, View PDF, Enabled as survey, Instrument actions, and Survey-related options.

## Steps for making project changes:

- 1.) [Download the current Data Dictionary](#)  - Also download with other delimiters: [Tab](#), [Semicolon \(;\)](#)
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

### Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields:

Choose the delimiter for the uploaded file:

No file chosen



# How to upload the data dictionary into your REDCap Project:

- 5) Review any warnings or errors that may exist in the file and make adjustments as instructed **\*REDCap will notify you of any warnings and specify which fields have errors**
- 6) Once you have the green light, **commit changes**
- 7) You will then be prompted to return to the **Online Designer**

The screenshot displays the REDCap interface for Project Name PID 310. The left sidebar shows the navigation menu with options like Project Home, Project Setup, Designer, Dictionary, and Codebook. The main content area shows the Data Dictionary tab selected. A green success message states: "Your document was uploaded successfully and awaits your confirmation below." It lists two points: "You are now required to review any warnings below and then click the button at the bottom of the page to officially commit the field changes to the project. Follow the instructions below." and "The uploaded data dictionary contains 1684 fields, which will replace the 1684 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap)." Below this, a yellow box titled "Allowable warnings found in your Data Dictionary:" lists two warnings: "It is recommended that each row have a field label in order to distinguish fields, but the following field label missing: E23, E25, E27, E55, E57, E59, E61, E63, E65, E67, E132, E136, E140, E161, E165, E169, E173, E177, E181, E185, E189, E193, E197, E201, E205, E209, E213, E237, E241, E245, E249, E253, E257, E261, E266, E270, E274, E278, E282, E286, E290, E314, E317, E320, E574, E578, E582, E586, E591, E1161, E1372, E1379, E1571, E1608." and "Drop-down and radio button fields will typically have more than one choice listed. An example of the following cells, which only have one choice listed: F23, F25, F27, F55, F132, F136, F140, F144, F148, F152, F157, F161, F165, F169, F173, F177, F181, F185, F189, F193, F197, F201, F205, F209, F213, F217, F221, F225, F229, F233, F237, F241, F245, F249, F253, F257, F261, F266, F270, F274, F278, F282, F286, F290, F294, F298, F303." A callout box points to the first warning with the text: "If there are errors in the file, for example, there are two of the same variable names, they will appear here with the cell number in a red box". At the bottom, a blue box asks: "Are you ready to commit the changes to the project from the uploaded Data Dictionary? (Click the button below to submit the changes.)" with a red-bordered "Commit Changes" button and a "Cancel" link.

Project Name PID 310

Logged in as Log out

My Projects REDCap Messenger

Project Home and Design

Project Home Project Setup Designer Dictionary Codebook

Project status: Development

Data Collection

Survey Distribution Tools

Record Status Dashboard

Add / Edit Records

Applications

Alerts & Notifications

Calendar

Data Exports, Reports, and Stats

Data Import Tool

Data Comparison Tool

Logging

Field Comment Log

VIDEO: How to use this page

✓ Your document was uploaded successfully and awaits your confirmation below.

- You are now required to review any warnings below and then click the button at the bottom of the page to officially commit the field changes to the project. Follow the instructions below.
- The uploaded data dictionary contains 1684 fields, which will replace the 1684 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).

**Allowable warnings found in your Data Dictionary:**

It is recommended that each row have a field label in order to distinguish fields, but the following field label missing: E23, E25, E27, E55, E57, E59, E61, E63, E65, E67, E132, E136, E140, E161, E165, E169, E173, E177, E181, E185, E189, E193, E197, E201, E205, E209, E213, E237, E241, E245, E249, E253, E257, E261, E266, E270, E274, E278, E282, E286, E290, E314, E317, E320, E574, E578, E582, E586, E591, E1161, E1372, E1379, E1571, E1608.

Drop-down and radio button fields will typically have more than one choice listed. An example of the following cells, which only have one choice listed: F23, F25, F27, F55, F132, F136, F140, F144, F148, F152, F157, F161, F165, F169, F173, F177, F181, F185, F189, F193, F197, F201, F205, F209, F213, F217, F221, F225, F229, F233, F237, F241, F245, F249, F253, F257, F261, F266, F270, F274, F278, F282, F286, F290, F294, F298, F303.

If there are errors in the file, for example, there are two of the same variable names, they will appear here with the cell number in a red box

Are you ready to commit the changes to the project from the uploaded Data Dictionary?  
(Click the button below to submit the changes.)

Commit Changes Cancel



# How to upload the data dictionary into your REDCap Project:

13) Review the instruments in Online Designer

14) Make revisions to instruments within REDCap to fit the needs of your project

The screenshot displays the REDCap Online Designer interface. The left sidebar contains navigation links: 'My Projects', 'REDCap Messenger', 'Project Home and Design', 'Data Collection', and 'Applications'. The 'Project Home and Design' section includes links to 'Project Home', 'Project Setup', 'Designer', 'Dictionary', and 'Codebook', with the project status set to 'Development'. The 'Data Collection' section includes 'Survey Distribution Tools', 'Record Status Dashboard', and 'Add / Edit Records'. The 'Applications' section includes 'Alerts & Notifications', 'Calendar', 'Data Exports, Reports, and Stats', 'Data Import Tool', 'Data Comparison Tool', 'Logging', 'Field Comment Log', 'File Repository', and 'User Rights and DAGs'.

The main content area shows the 'Data Dictionary' tab. At the top, there are tabs for 'Project Home', 'Project Setup', 'Online Designer', 'Data Dictionary', and 'Codebook'. Below these tabs, there is a 'Create snapshot of instruments' button and a 'VIDEO: How to use this page' link. A note states: 'The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.'

The 'Data Collection Instruments' section includes options to 'Add new instrument': 'Create' (a new instrument from scratch), 'Import' (a new instrument from the official REDCap Shared Library), and 'Upload' (instrument ZIP file from another project/user or external libraries). There are also 'Survey options' (Survey Queue, Survey Login, Survey Notifications) and 'Automated Survey Invitation options' (Upload or download Auto Invitations, Re-evaluate Auto Invitations).

A table lists the data collection instruments:

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Biomedical Recommended Measures	3		Enable	Choose action ▼	
Baseline Child Health	45		Enable	Choose action ▼	
Manifestations Clinical	254		Enable	Choose action ▼	
Manifestations Laboratory	206		Enable	Choose action ▼	
Manifestations Cardiopulmonary Diagnostic Assessme	28		Enable	Choose action ▼	
Manifestations Imaging	31		Enable	Choose action ▼	
Diagnosis	28		Enable	Choose action ▼	
Treatment	176		Enable	Choose action ▼	
Outcomes	7		Enable	Choose action ▼	
Psychosocial Recommended Measures	1		Enable	Choose action ▼	
Social Determinants Of Health	74		Enable	Choose action ▼	
Educational Factors	77		Enable	Choose action ▼	
Community Family And Peer Factors	75		Enable	Choose action ▼	


# Importing surveys into your REDCap Project through the REDCap Shared Library:

- 1) Upload the NICHD COVID-19 CDEs into REDCap using the steps in slides 8-10
- 2) In your REDCap project in **Online Designer**, select **Import a new instrument from the official REDCap Shared Library**
- 3) Search the REDCap Shared Library using keywords

\*If looking for a specific survey, you may need the exact name of how it appears in the REDCap Shared Library

- 4) Select the instrument you'd like to import

## REDCap Shared Library



The REDCap Shared Library is a repository for REDCap data collection instruments and forms that can be downloaded and used by researchers at REDCap partner institutions. Curated instruments highlighted with a star ★ have been approved for inclusion by the REDCap Library Oversight Committee (REDLOC) after review for research relevance, accuracy in function and coding ([see guidelines](#)), and copyright issues. Other instruments and forms are shared by individuals or groups from consortium institutions on "as-is" basis.

You may search below for any available data collection instruments. If you got to this site directly, you will be able to view the shared instruments as they would appear in REDCap or view a PDF version that can be downloaded and/or printed. Otherwise, if you arrived here from the REDCap application, you will have the additional option of importing the form directly into REDCap. If you wish, you may [download a list of all library instruments](#) in Excel/CSV format. If you download and utilize an instrument from the REDCap Shared Library, please [cite the RSL manuscript](#). If you have questions or are experiencing issues, please contact [redcap@vumc.org](mailto:redcap@vumc.org).

[Return to REDCap](#)

Logged in as **Audrey Kessel** (NIEHS)

**Keyword search:**

**Search options:**

Language:

Minimum downloads:

Recent additions:

Curated by REDLOC?

**Shared Library**

[Search](#)

**Library Metrics**

[My Activity](#)

[Institution Activity](#)

[Consortium Activity](#)

<< 1 **2** 3 >>

Found 52 results matching your search

Didn't find what you were looking for? [Suggest a validated instrument for library inclusion](#)

Title	Downloads
➤ All of Us Research Program COVID-19 COPE Survey - July 2020 v3 ★	227
➤ All of Us Research Program COVID-19 COPE Survey - May 2020 (v1) ★	31
➤ All of Us Research Program COVID-19 COPE Survey - July 2020 v3 Spanish ★	28
➤ All of Us Research Program COVID-19 COPE Survey - May 2020 (v1) Spanish ★	2
➤ Pediatric COVID-19 Inpatient Survey - Part 2, Patient Discharge	6
➤ Pediatric COVID-19 Inpatient Survey - Part 1, Patient Admission	21
➤ Pediatric COVID-19 Inpatient Survey - Part 0, Start Survey	16
➤ DIA_CDM_Survey_Aug2020	2
➤ Spanish Food Delivery Follow-Up 2	5
➤ Pediatric Immunological Multisystemic Syndrome (PIMS) / Multisystem Inflammatory Syndrome in Children (MIS-C) Survey	11



Pediatric Immunological Multisystemic Syndrome (PIMS) / Multisystem Inflammatory Syndrome in Children (MIS-C) Survey 12

**Details:**

**Contact:** Jakob Armann

**Contact email:** covid19-survey@uniklinikum-dresden.de

**Submitted by:** Natalie Diffloth

**Description:** The goal of this survey is to prospectively record the disease course of all patients who fulfill the case criteria for Pediatric Inflammatory Multisystem Syndrome (PIMS) - also known as MIS-C (Multisystem Inflammatory Syndrome in Children). Although the clinical presentation varies, it resembles known "inflammatory diseases" such as Kawasaki Syndrome or macrophage activation syndrome. Links between this syndrome and SARS-CoV-2 are being researched. We have based our case definition upon descriptions provided by:  
- CDC (<https://emergency.cdc.gov/han/2020/han00432.asp>) - WHO (<https://www.who.int/publications-detail/multisystem-inflammatory-syndrome-in-children-and-adolescents-with-covid-19>) - RCPCH (<https://www.rcpch.ac.uk/sites/default/files/2020-05/COVID-19-Paediatric-multisystem-%20inflammatory%20syndrome-20200501.pdf>) Our survey has two components — "Start" and "PIMS / MIS-C" - employed in order for the survey to function as a hope is that analyses of data collected will allow rapidly respond to the circumstances of the COVID are informed by data and are patient-appropriate originally was created in German and developed survey team has translated its resources into English easily may be adapted for used by research organizations speaking countries. Information about the original found online at <https://dgpi.de/pims-survey-anleitung> coordinated by the University Children's Hospital (<https://www.uniklinikum-dresden.de/de/das-klinische-institut/kik/forschung/paediatrische-infektiologie>)

[View as web page](#)


[View as PDF](#)

NOTE: PDFs of non-English instruments may not render correctly here, but will render correctly in REDCap projects.

[Import into my REDCap project](#)

# Importing surveys into your REDCap Project through the REDCap Shared Library:

- 4) Once you've chosen a survey to import, select **Import into my REDCap project**
- 5) Rename the survey or keep as is, then select **Add**

 **Importing instrument from the REDCap Shared Library**

You have chosen to load a data collection instrument from the REDCap Shared Library. Please provide a name for your instrument and click the *Add* button to complete the import process, after which the instrument will be added to this REDCap project.

**NOTE: This data collection instrument has been previously downloaded from the REDCap Shared Library. Proceeding with this process will result in a new duplicate copy being downloaded from the library and added as a new instrument in the project.**

[Add](#) the imported instrument with the name

If you do NOT wish to import the instrument, you may return back to the [REDCap Shared Library](#).

[Cancel](#)

# Importing surveys into your REDCap Project through the REDCap Shared Library:

6) Return to **Online Designer**. The imported survey will be shown in the list of instruments below the NICHD COVID-19 CDE instruments

7) Make revisions within REDCap to fit the needs of your project

8) Repeat steps 1-7 if you'd like to import additional surveys into your RedCap project

Logged in as akessel | Log out

My Projects  
REDCap Messenger

**Project Home and Design**

Project Home · Project Setup  
Designer · Dictionary · Codebook  
Project status: Development

**Data Collection**

Survey Distribution Tools  
- Get a public survey link or build a participant list for inviting respondents

Record Status Dashboard  
- View data collection status of all records

Add / Edit Records  
- Create new records or edit/view existing ones

Show data collection instruments

**Applications**

Alerts & Notifications  
Calendar  
Data Exports, Reports, and Stats  
Data Import Tool  
Data Comparison Tool  
Logging  
Field Comment Log  
File Repository  
User Rights and DAGs

Project Home Project Setup Online Designer Data Dictionary Codebook

Create snapshot of instruments VIDEO: How to use this page  
Last snapshot: 03/07/2022 11:06am

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

**Data Collection Instruments**

Add new instrument:

- Create a new instrument from scratch
- Import a new instrument from the official REDCap Shared Library
- Upload instrument ZIP file from another project/user or external libraries

Survey options:

- Survey Queue
- Survey Login
- Survey Notifications

Automated Survey Invitation option

- Upload or download Auto Invitations
- Re-evaluate Auto Invitations

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Wellbeing Factors			35	Enable	Choose action
Covid19 Attitudes Behaviors And Experiences			12	Enable	Choose action
Covid19 Stress And Worry			21	Enable	Choose action
Health Related Behaviors			35	Enable	Choose action
Mental And Behavioral Health			473	Enable	Choose action
Health Care			14	Enable	Choose action
Demographics			16	Enable	Choose action
Disability Functional Status			63	Enable	Choose action
Baseline Child Health 2			5	Enable	Choose action
Pediatric Immunological Multisystemic Syndrome (PIMS) / Multisystem Inflammatory Syndrome in Children (MIS-C) Survey			593	Enable	Choose action



# Importing surveys from outside sources into your REDCap Project:

The next few slides demonstrate how to import specific questions or an entire survey into your REDCap project from an outside source (not located in the REDCap Shared Library). **You will need the .csv data dictionary file of the survey(s) you are adopting questions from and the .csv data dictionary file of the NICHD COVID-19 CDEs.**

For this example, the DR2 Resources Portal was searched for Long COVID tools with RedCap capabilities using the search bar and Advanced Search filters.

The screenshot shows the 'Search the Portal' interface. At the top, a search bar contains the text 'long covid'. Below the search bar, there are several filter categories, each with a dropdown arrow. The 'Electronic Data Capture (EDC)' filter is expanded, showing a list of options: EpillInfo, GitHub, Qualtrix, RedCap (which is selected with a checkmark), and Other. Other filter categories visible include 'Administered By', 'Administration Mode', 'Administration/Completion Time', 'Availability', 'Common Data Elements Used', 'Ease of Use', 'Flesch-Kincaid Reading Level', 'Language', 'Resource Type', 'Study Population', 'Exposure Agent', and 'Health Impact/Organ System'.

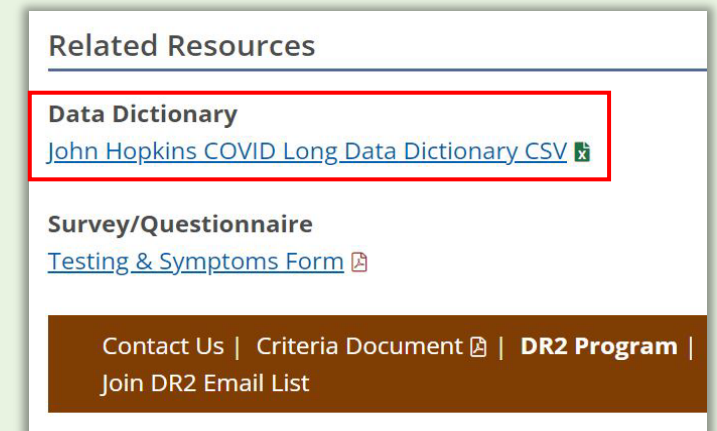
Search the Portal		
long covid		
Administered By	Administration Mode	Administration/Completion Time
Availability	Common Data Elements Used	Ease of Use
Electronic Data Capture (EDC)	Flesch-Kincaid Reading Level	Language
EpillInfo	Resource Type	Study Population
GitHub	Exposure Agent	Health Impact/Organ System
Qualtrix		
RedCap		
Other		



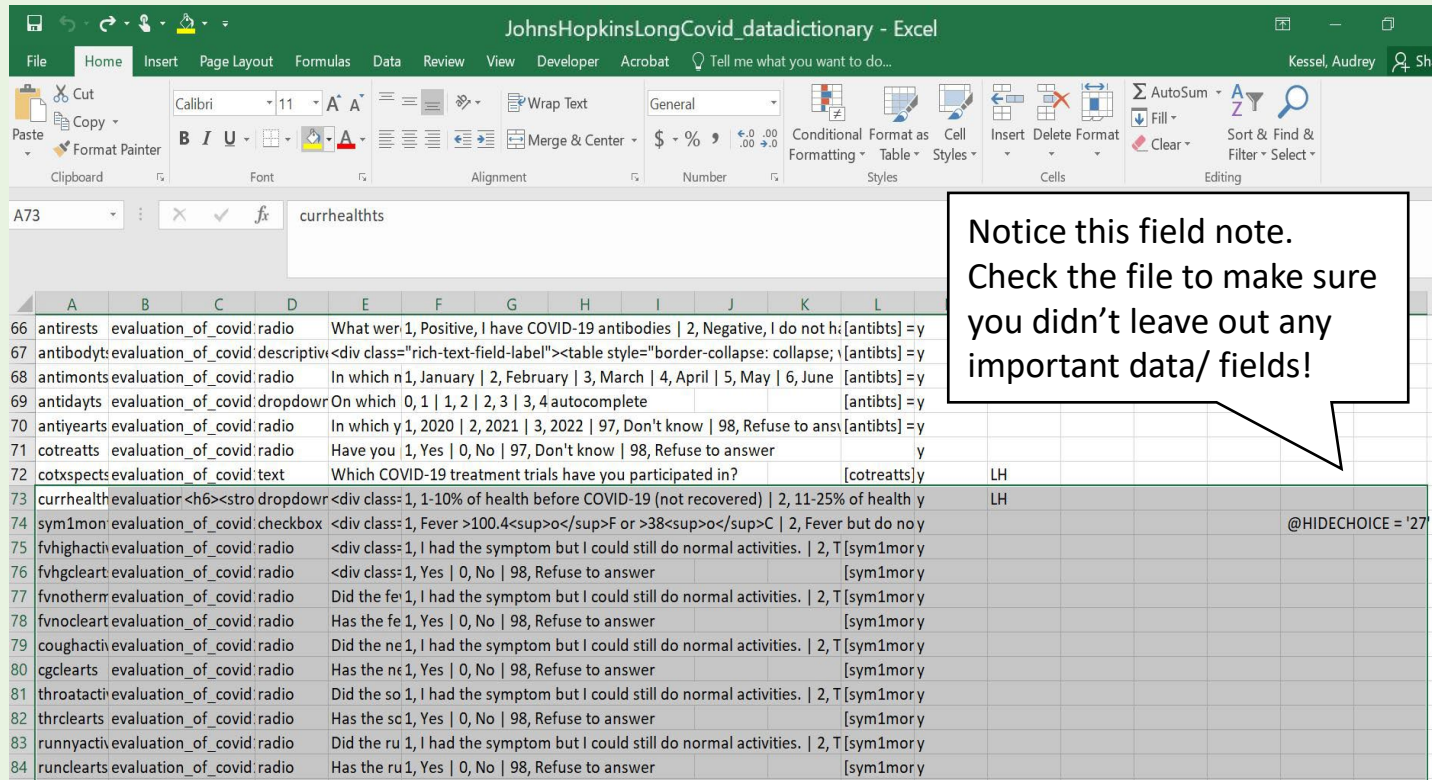
# Importing surveys from outside sources into your REDCap Project:



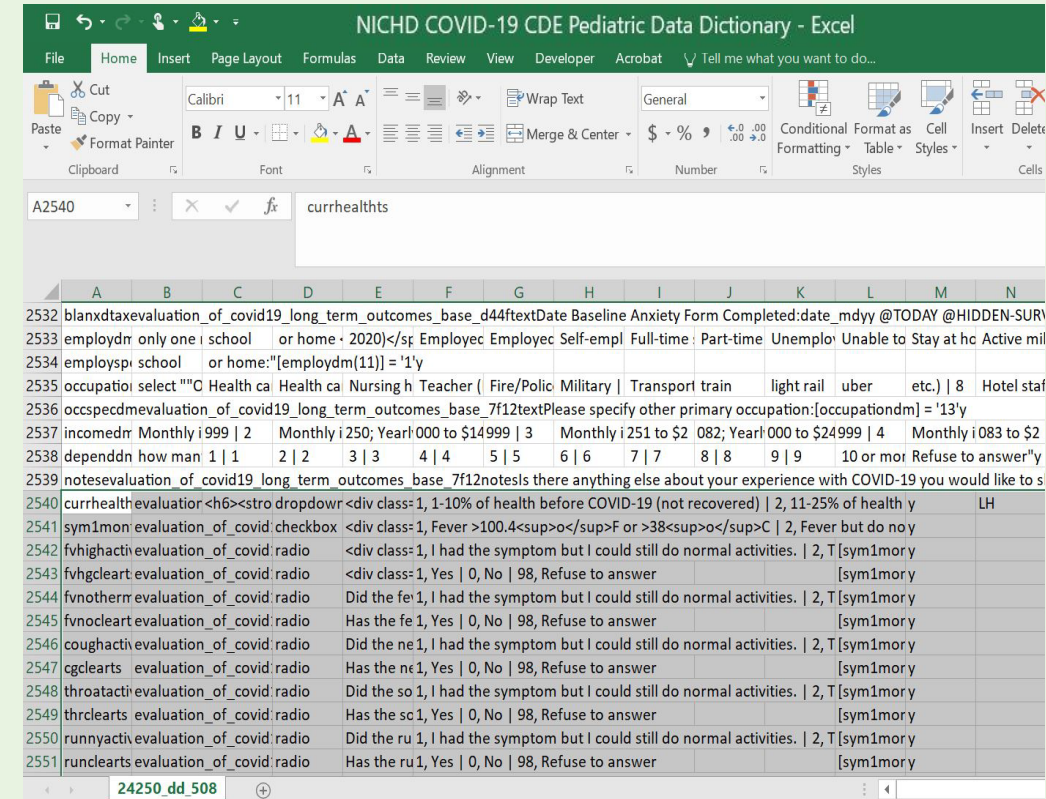
- 1) Download the data dictionary **.csv file(s)** from the outside source(s); in this case the DR2 Resources Portal
- 2) Open the following **data dictionary .csv files**:
  - survey(s) you'd like to adopt questions from
  - NICHD COVID-19 CDEs



# Importing surveys from outside sources into your REDCap Project:



	A	B	C	D	E	F	G	H	I	J	K	L
66	antirests	evaluation_of_covid:radio	What wer	1, Positive, I have COVID-19 antibodies   2, Negative, I do not h	[antibts] = y							
67	antibodyt:	evaluation_of_covid:descriptiv	<div class="rich-text-field-label">	<table style="border-collapse: collapse;	[antibts] = y							
68	antimonts	evaluation_of_covid:radio	In which n	1, January   2, February   3, March   4, April   5, May   6, June	[antibts] = y							
69	antidays	evaluation_of_covid:dropdown	On which	0, 1   1, 2   2, 3   3, 4 autocomplete	[antibts] = y							
70	antiyearts	evaluation_of_covid:radio	In which y	1, 2020   2, 2021   3, 2022   97, Don't know   98, Refuse to ans	[antibts] = y							
71	cotreatts	evaluation_of_covid:radio	Have you	1, Yes   0, No   97, Don't know   98, Refuse to answer	y							
72	cotxspectse	evaluation_of_covid:text	Which COVID-19 treatment trials have you participated in?		[cotreatts]y							
73	currhealth	evaluation_of_covid:radio	<div class="1, 1-10% of health before COVID-19 (not recovered)   2, 11-25% of health y		LH							
74	sym1mon	evaluation_of_covid:checkbox	<div class="1, Fever >100.4<sup>o</sup>F or >38<sup>o</sup>C   2, Fever but do no y		@HIDECHOICE = '27							
75	fvhighacti	evaluation_of_covid:radio	<div class="1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y								
76	fvhgcleart	evaluation_of_covid:radio	<div class="1, Yes   0, No   98, Refuse to answer		[sym1mor]y							
77	fvnotherrr	evaluation_of_covid:radio	Did the fe	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y							
78	fvnocleart	evaluation_of_covid:radio	Has the fe	1, Yes   0, No   98, Refuse to answer		[sym1mor]y						
79	coughacti	evaluation_of_covid:radio	Did the ne	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y							
80	cgclearts	evaluation_of_covid:radio	Has the ne	1, Yes   0, No   98, Refuse to answer		[sym1mor]y						
81	throatacti	evaluation_of_covid:radio	Did the so	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y							
82	thrclearts	evaluation_of_covid:radio	Has the so	1, Yes   0, No   98, Refuse to answer		[sym1mor]y						
83	runnyacti	evaluation_of_covid:radio	Did the ru	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y							
84	runclearts	evaluation_of_covid:radio	Has the ru	1, Yes   0, No   98, Refuse to answer		[sym1mor]y						



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2532	blanxdtaxe	evaluation_of_covid19_long_term_outcomes_base_d44	textDate Baseline Anxiety Form Completed:date_mdyy @TODAY @HIDDEN-SURV											
2533	employdr	only one i school or home	2020)</s>f Employeec Employeec Self-empl Full-time Part-time Unemplo	Unable to Stay at hc Active mil										
2534	employsp	school or home:"[employdm(11)] = '1'y												
2535	occupatio	select ""O Health ca Health ca Nursing h Teacher ( Fire/Polio Military   Transport train	light rail uber etc.)   8 Hotel staf											
2536	occspecdm	evaluation_of_covid19_long_term_outcomes_base_7f12	textPlease specify other primary occupation:[occupationdm] = '13'y											
2537	incomedr	Monthly i999   2 Monthly i250; Yearl000 to \$14999   3 Monthly i251 to \$2 082; Yearl000 to \$24999   4 Monthly i083 to \$2												
2538	dependdn	how man 1   1 2   2 3   3 4   4 5   5 6   6 7   7 8   8 9   9 10 or mor	Refuse to answer"y											
2539	notese	evaluation_of_covid19_long_term_outcomes_base_7f12	notesIs there anything else about your experience with COVID-19 you would like to s											
2540	currhealth	evaluation_of_covid:radio	<div class="1, 1-10% of health before COVID-19 (not recovered)   2, 11-25% of health y		LH									
2541	sym1mon	evaluation_of_covid:checkbox	<div class="1, Fever >100.4<sup>o</sup>F or >38<sup>o</sup>C   2, Fever but do no y		@HIDECHOICE = '27									
2542	fvhighacti	evaluation_of_covid:radio	<div class="1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y										
2543	fvhgcleart	evaluation_of_covid:radio	<div class="1, Yes   0, No   98, Refuse to answer		[sym1mor]y									
2544	fvnotherrr	evaluation_of_covid:radio	Did the fe	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y									
2545	fvnocleart	evaluation_of_covid:radio	Has the fe	1, Yes   0, No   98, Refuse to answer		[sym1mor]y								
2546	coughacti	evaluation_of_covid:radio	Did the ne	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y									
2547	cgclearts	evaluation_of_covid:radio	Has the ne	1, Yes   0, No   98, Refuse to answer		[sym1mor]y								
2548	throatacti	evaluation_of_covid:radio	Did the so	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y									
2549	thrclearts	evaluation_of_covid:radio	Has the so	1, Yes   0, No   98, Refuse to answer		[sym1mor]y								
2550	runnyacti	evaluation_of_covid:radio	Did the ru	1, I had the symptom but I could still do normal activities.   2, T	[sym1mor]y									
2551	runclearts	evaluation_of_covid:radio	Has the ru	1, Yes   0, No   98, Refuse to answer		[sym1mor]y								

- 3) Select the field (variable) names of interest, field types, and associated values \*If you'd like to import the entire survey, select all data in the file
- 4) Copy and paste the selected data from the outside sourced data dictionary into the NICHD COVID-19 CDE Data Dictionary file \*Repeat steps 3 and 4 for each survey you'd like to import

\*If you know where you'd like the imported set of questions to be placed in the survey, you can paste them into the specific location. They will display in REDCap in the exact location you inserted them. If you're unsure, the easiest method is to insert them at the end and rearrange them in the Online Designer of REDCap



# Importing surveys from outside sources into your REDCap Project:

Project Name: PID 310

Project Home | Project Setup | Online Designer | Data Dictionary | Codebook

Create snapshot of instruments | VIDEO: How to use this page

Last snapshot: 03/07/2022 11:02am

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser. NOTE: While in development status, all field changes will take effect immediately in real time.

**Data Collection Instruments**

Add new instrument:

- Create: a new instrument from scratch
- Import: a new instrument from the official REDCap Shared Library
- Upload: instrument ZIP file from another project/user or external libraries

Survey options:

- Survey Queue
- Survey Login
- Survey Notifications

Automated Survey Invitation options:

- Upload or download Auto Invitation
- Re-evaluate Auto Invitations

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
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5) Save the updated NICHD COVID-19 CDE file \*make sure to save the file in .csv format

6) Login to your REDCap account

7) Select your REDCap Project

8) Select **Dictionary** under **Project Home and Design**

9) Choose the updated NICHD COVID-19 CDE .csv file with imported survey questions

10) Upload the file

## Steps for making project changes:

- 1.) [Download the current Data Dictionary](#) – Also download with other delimiters: [Tab](#), [Semicolon \(;\)](#)
- 2.) Edit the Data Dictionary (see the [Help & FAQ](#) for help)
- 3.) Upload the Data Dictionary using the form below
- 4.) The changes will be made to the project after the Data Dictionary has been checked for errors

### Upload your Data Dictionary file (CSV file format only)

Format for min/max validation values for date and datetime fields: MM/DD/YYYY or YYYY-MM-DD

Choose the delimiter for the uploaded file: Comma (,)

Choose File

No file chosen

Upload File

# Importing surveys from outside sources into your REDCap Project:

- 11) Review any warnings or errors that may exist in the file and make adjustments as instructed **\*REDCap will notify you of any warnings and specify which fields have errors**
- 12) Once you have the green light, **commit changes**
- 13) Return to the **Online Designer**

The screenshot shows the REDCap Project Setup page for Project Name PID 310. The left sidebar contains navigation links: Project Home and Design, Data Collection, and Applications. The main content area displays a green notification box stating: "Your document was uploaded successfully and awaits your confirmation below." Below this, two bullet points provide instructions: "You are now required to review any warnings below and then click the button at the bottom of the page to officially commit the field changes to the project. Follow the instructions below." and "The uploaded data dictionary **contains 1684 fields**, which will replace the 1684 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap)." A yellow box titled "Allowable warnings found in your Data Dictionary:" lists two types of warnings: "field label missing" and "Drop-down and radio button fields will typically have more than one choice listed." A callout box points to the first warning, stating: "If there are errors in the file, for example, there are two of the same variable names, they will appear here with the cell number in a red box." At the bottom, a blue box asks: "Are you ready to commit the changes to the project from the uploaded Data Dictionary? (Click the button below to submit the changes.)" with a red-bordered "Commit Changes" button and a "Cancel" link.

Project Name PID 310

Project Home Project Setup Online Designer Data Dictionary Codebook

VIDEO: How to use this page

✓ Your document was uploaded successfully and awaits your confirmation below.

- You are now required to review any warnings below and then click the button at the bottom of the page to officially commit the field changes to the project. Follow the instructions below.
- The uploaded data dictionary **contains 1684 fields**, which will replace the 1684 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).

**Allowable warnings found in your Data Dictionary:**

It is recommended that each row have a field label in order to distinguish fields, but the following field label missing: E23, E25, E27, E55, E57, E59, E61, E63, E65, E67, E132, E136, E140, E161, E165, E169, E173, E177, E181, E185, E189, E193, E197, E201, E205, E209, E213, E237, E241, E245, E249, E253, E257, E261, E266, E270, E274, E278, E282, E286, E290, E314, E317, E320, E574, E578, E582, E586, E591, E1161, E1372, E1379, E1571, E1608.

Drop-down and radio button fields will typically have more than one choice listed. The following cells, which only have one choice listed: F23, F25, F27, F55, F132, F136, F140, F144, F148, F152, F157, F161, F165, F169, F173, F177, F181, F185, F189, F193, F197, F201, F205, F209, F213, F217, F221, F225, F229, F233, F237, F241, F245, F249, F253, F257, F261, F266, F270, F274, F278, F282, F286, F290, F294, F298, F303.

**Are you ready to commit the changes to the project from the uploaded Data Dictionary?**  
(Click the button below to submit the changes.)

Commit Changes Cancel



# Importing surveys from outside sources into your REDCap Project:

- 14) Review the instruments in **Online Designer**
- 15) Make revisions within REDCap to fit the needs of your project

### Data Collection Instruments

Add new instrument:

- Create a new instrument from scratch
- Import a new instrument from the official [REDCap Shared Library](#) ?
- Upload instrument ZIP file from another project/user or [external libraries](#) ?

Survey options:

- Survey Queue
- Survey Login
- Survey Notifications

Automated Survey Invitation options:

- Upload or download Auto Invitations
- Re-evaluate Auto Invitations

Instrument name	Fields	View PDF	Enabled as survey	Instrument actions	Survey-related options
Biomedical Recommended Measures	3		Enable	Choose action	
Baseline Child Health	45		Enable	Choose action	
Covid19 Stress And Worry	21		Enable	Choose action	
Health Related Behaviors	35		Enable	Choose action	
Mental And Behavioral Health	473		Enable	Choose action	
Health Care	14		Enable	Choose action	
Demographics	16		Enable	Choose action	
Disability Functional Status	63		Enable	Choose action	
Baseline Child Health 2	5		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base 792f	241		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base Fb8f	10		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base 50c3	12		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base B3db	31		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Baseline	12		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base 0e50	11		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base D44f	10		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Base 7f12	9		Enable	Choose action	
Evaluation Of Covid19 Long Term Outcomes Future Co	10		Enable	Choose action	

The questions/instruments from the imported survey(s) will appear in your REDCap project in the exact location they were pasted into the NICHD COVID-19 CDE data dictionary file.



# Questions? Contact Us.

[Go to DR2 Resources Portal contact page](#)

or

[Email the DR2 Inbox directly](#)