REDCap – How to create a new project using a Data Dictionary from another project

To create a project using a Data Dictionary from another REDCap project:

- Create the shell of a Project by entering and selecting the appropriate information then click "Save & Proceed."
  Note: Be sure to select "Create an empty project (blank slate) " for the Start Project question.

- From the Project Setup tab, click on the Data Dictionary.

- Once on the Data Dictionary tab, select "Choose File" and then select the Data Dictionary from your saved files.
  Note: Please be sure the Data Dicitonary is saved in a .csv format prior to upload.

Project Setup | **Online Designer** | **Data Dictionary**

VIDEO: How to use this page

This module will allow you to create new data collection instruments/surveys or edit existing ones. Changes may be made by either using the **Online Designer** or **Upload Data Dictionary** (see tabs above), in which you may use either method or both. The Online Designer may help you get some initial fields/forms built quickly or to make quick edits, but using the Data Dictionary file may be more helpful if you will be adding a large number of fields for this project.

This module may be used for making changes to the project, such as adding new fields or modifying existing fields, by using an offline method called the Data Dictionary. The Data Dictionary is a specifically formatted CSV (comma delimited) file within which you may construct your project fields and afterward upload the file here to commit the changes to your project.

Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button. Once your file has been uploaded, changes will NOT immediately be made but will be displayed and checked for errors to ensure that all the formatting in your Data Dictionary is correct before official changes are made to the project.

Need some help?
If you wish to view an example of how your Data Dictionary may be formatted, you may download the Data Dictionary demonstration file, or you may view the Data Dictionary Tutorial Video (10 min). For help setting up your Data Dictionary, you may also see the instructions listed on the Help & FAQ.

Steps for making project changes:
1.) Download the current Data Dictionary
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 File | Data Diction... 1 test.csv
Upload File

- Review the notification box for any warnings or errors. Once these are addressed, click "Commit Changes" to complete the upload process.

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

- No errors or warnings were found in the document.

- The uploaded data dictionary **contains 10 fields**, which will replace the 1 fields that currently exist in the project (excluding 'Form Status' fields, which are automatically generated by REDCap).

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

- A successful message will display if the commitment was successful.
- Return to the Project Setup tab to continue creating or editing the project.