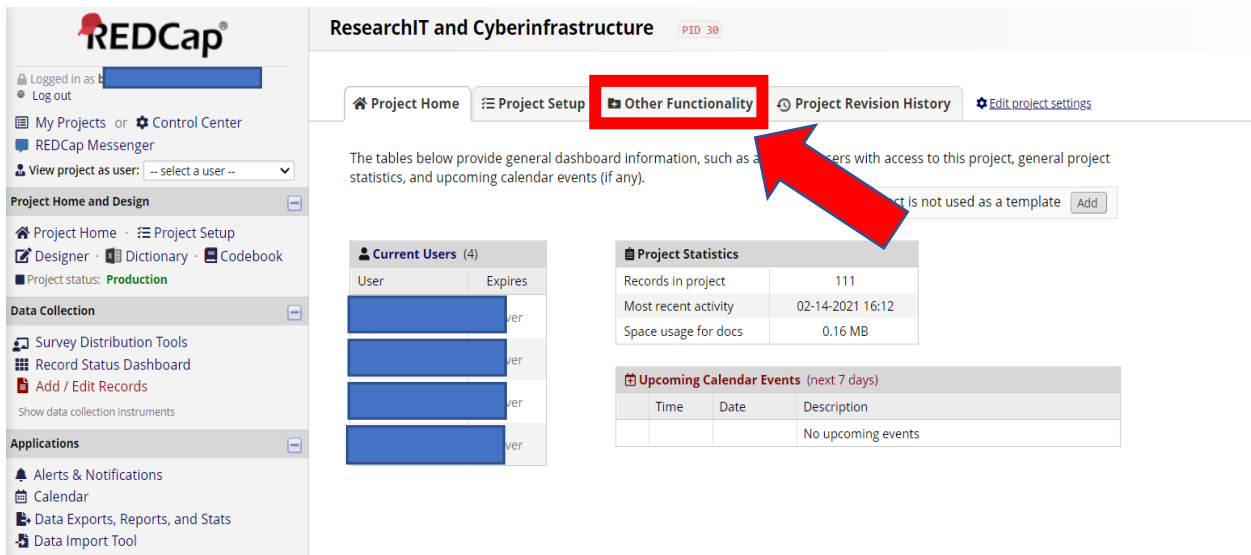


## REDCap: How to migrate project from CTSI to GWU

- Login to CTSI (or any REDCap system where the project you want to move is located).
- Choose the project you want to migrate/move from the project list.
- Once you are at the project home page, click “Other Functionality”



REDCap®

ResearchIT and Cyberinfrastructure PID 30

Project Home Project Setup **Other Functionality** Project Revision History Edit project settings

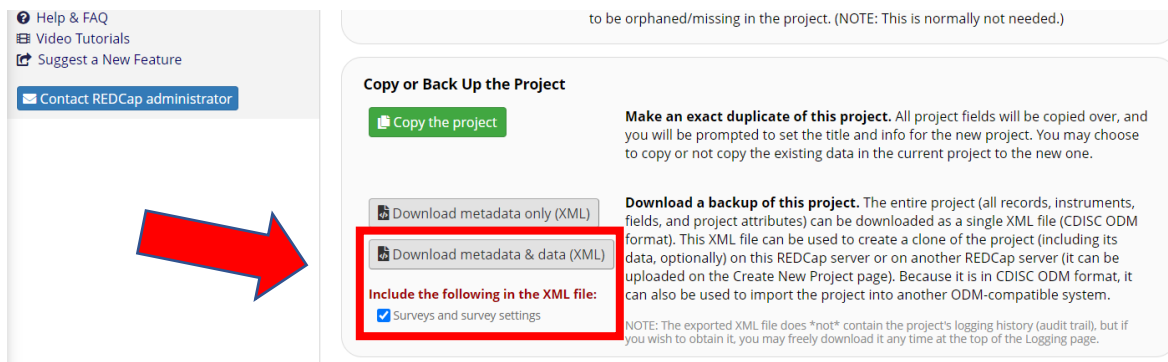
The tables below provide general dashboard information, such as a list of users with access to this project, general project statistics, and upcoming calendar events (if any).

User	Expires
[Redacted]	ver
[Redacted]	ver
[Redacted]	ver
[Redacted]	ver

Records in project	111
Most recent activity	02-14-2021 16:12
Space usage for docs	0.16 MB

Time	Date	Description
		No upcoming events

- On the “other functionality” page, scroll down to “Copy or Backup Project” section.



to be orphaned/missing in the project. (NOTE: This is normally not needed.)

**Copy or Back Up the Project**

[Copy the project](#)

**Make an exact duplicate of this project.** All project fields will be copied over, and you will be prompted to set the title and info for the new project. You may choose to copy or not copy the existing data in the current project to the new one.

[Download metadata only \(XML\)](#)

**Download a backup of this project.** The entire project (all records, instruments, fields, and project attributes) can be downloaded as a single XML file (CDISC ODM format). This XML file can be used to create a clone of the project (including its data, optionally) on this REDCap server or on another REDCap server (it can be uploaded on the Create New Project page). Because it is in CDISC ODM format, it can also be used to import the project into another ODM-compatible system.

**Download metadata & data (XML)**

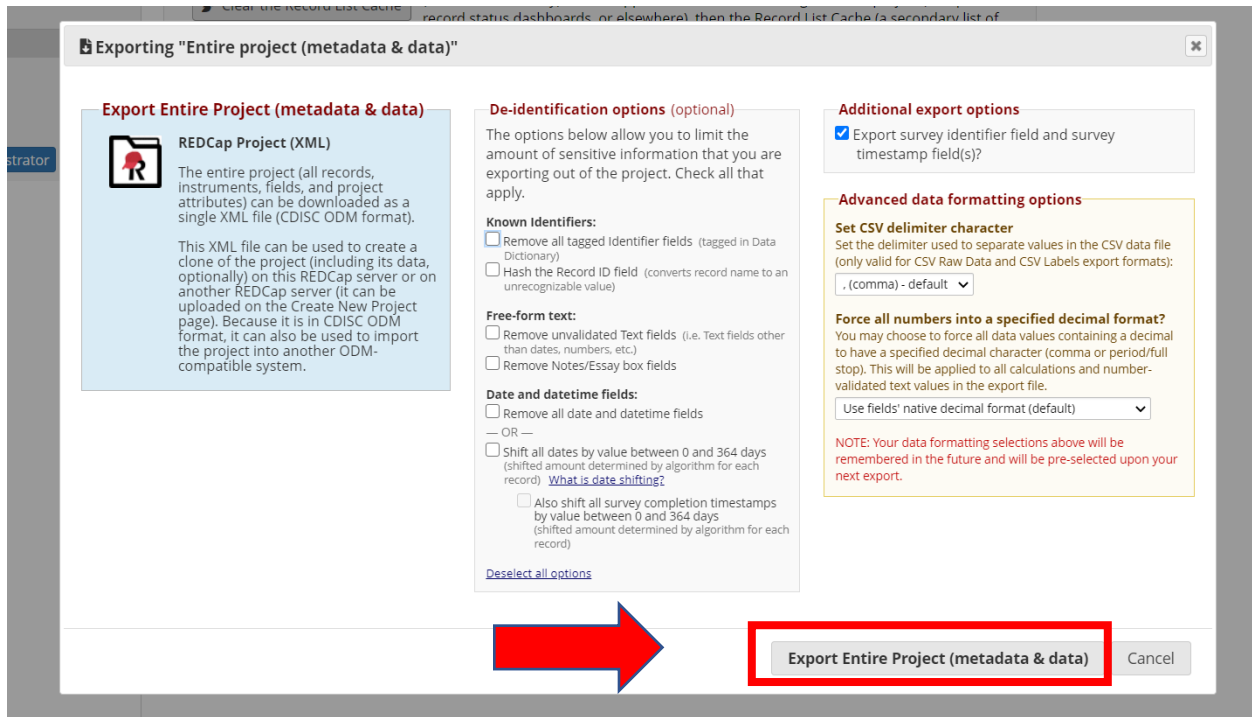
**Include the following in the XML file:**

- Surveys and survey settings

NOTE: The exported XML file does \*not\* contain the project's logging history (audit trail), but if you wish to obtain it, you may freely download it any time at the top of the Logging page.

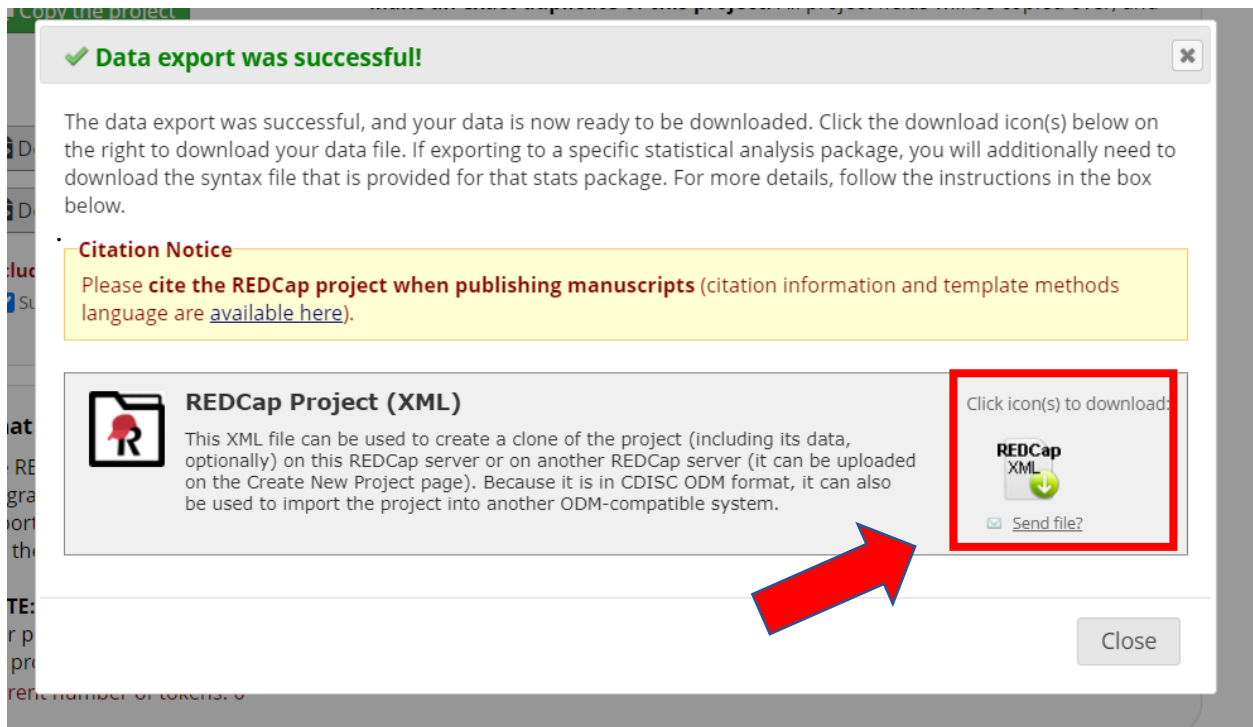
NOTE: There are many options here for exporting your project. We recommend selecting “Download metadata & data” and also selecting “Survey and survey settings” if your project has a survey(s).

- Once you select “Download metadata & data” this screen will appear.

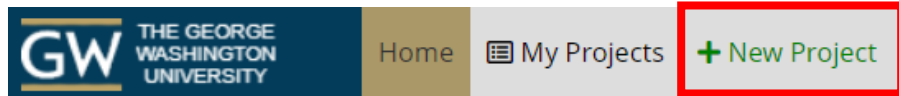


**NOTE: There are many options for de-identification if you choose to use them.**

- When everything looks acceptable, select “Export Entire Project (metadata & data)” in the bottom right



- This will be the next screen alerting that your file is ready for download. Select the icon to the right to download the file.
  - Keep this file in a safe place, we will need it again.
- Go and login to GWU REDCap (or the instance where you are moving the project)
- Click the “New Project” tab on the top bar.



- Once on the New Project page, select “Upload a REDCap Project XML File”
  - Then select the XML file we downloaded in the above steps.

### + 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.

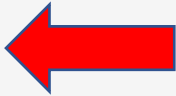
**Project title:**   
Title to be displayed on project webpage

**Purpose of this project:** How will it be used?

**Project notes (optional):** Comments describing the project's use or purpose that are displayed on the My Projects page.

**Start project from scratch or begin with a template?**

Create an empty project (blank slate)

Upload a REDCap project XML file (CDISC ODM format)  

Use a template (choose one below)

**NOTE: You will have to re-enter the project title and purpose again before proceeding.**

Your project should now be available in the new REDCap instance.

**TIPS:**

- Review your project to make sure everything migrated safely.
- If you used or use any external modules in the CTSI REDCap instance that you would also want available in the GWU instance, please reach out to an administrator at [REDCap@gwu.edu](mailto:REDCap@gwu.edu).