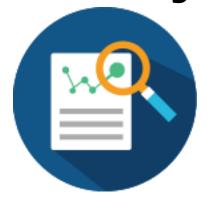
Chapter

Meta Study





CHAPTER 8 – META STUDY



he **Meta Study** module contains findings from other studies in the BRICS system that have been aggregated by researchers to conduct additional analysis. The information within the Meta Study can be referenced in publications through a Digital Object Identifier (DOI). Meta Study may also be used as a means for storing and referencing (via DOI) results of analysis that are not otherwise in the BRICS system.

8.1 OBJECTIVE

This chapter provides information for users on how to:

- Manage Meta Studies
- Upload and store meta study artifacts and documentation
- Define and manage meta study information
- View Meta Studies
- Create a Meta Study

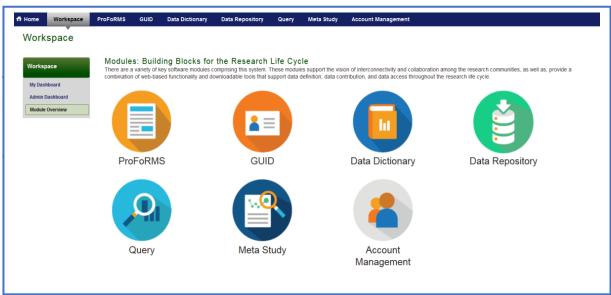
8.2 Module Navigation

The **Meta Study** module is available within the BRICS Workspace.

8.3 Using Meta Study

To access the Meta Study module: Perform the following actions:

1. Login into BRICS and navigate to your Workspace where all modules you have access to are displayed.

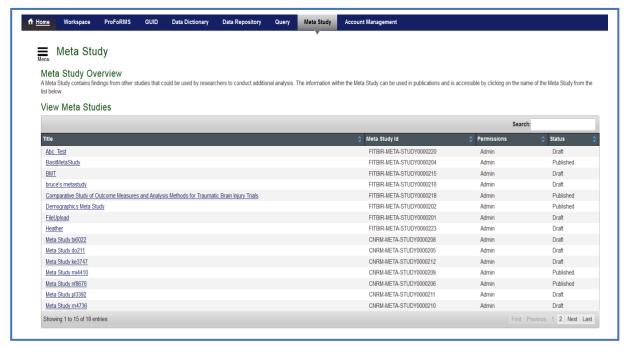


2. Click the **Meta Study** module from your Workspace. **Note**: If the module is "greyed out" then you do not currently have access to the module. Please reach out to BRICS Operations to inquire about gaining access to the Meta Study module.





3. The Meta Study Overview Screen displays with the list of Meta Studies available in the the data repository.

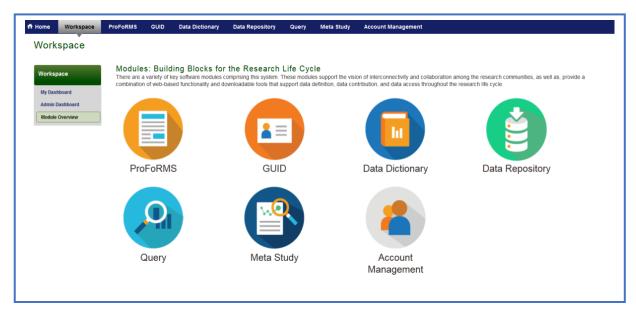


8.4 VIEW META STUDY

The **View Meta Studies** screen contains findings from other studies that could be used by researchers to conduct additional analysis. The information within the Meta Study is accessible by clicking on the name of the Meta Study from the list below:



1. Login and navigate to the **Workspace** screen where all modules you have access to are displayed.

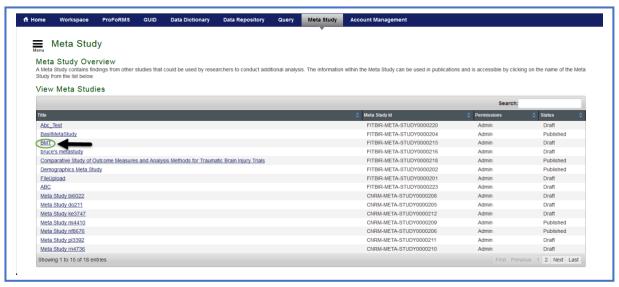


2. Click the **Meta Study** module to enter Meta Study. The Meta Study Overview Screen displays.

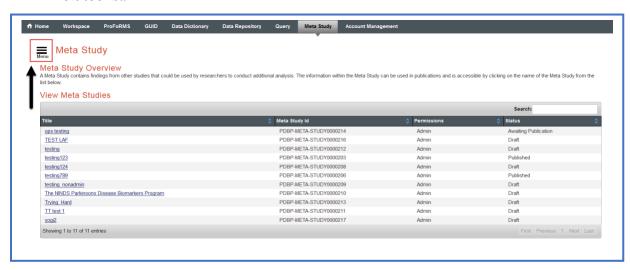




3. NOTE: You may Click on the name of the Meta Study from the list below to view the Meta Study **OR** go straight to <u>Step 5</u> below:

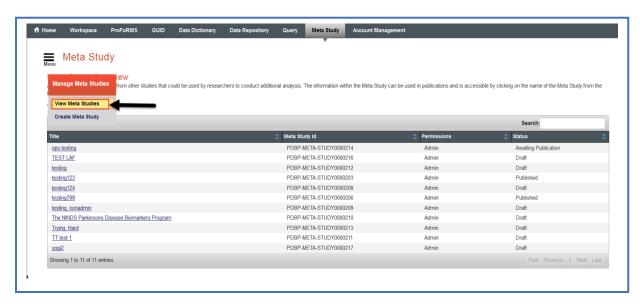


4. Click on the left tool bar. collapsible menu button to expand the Meta Study menu options on the

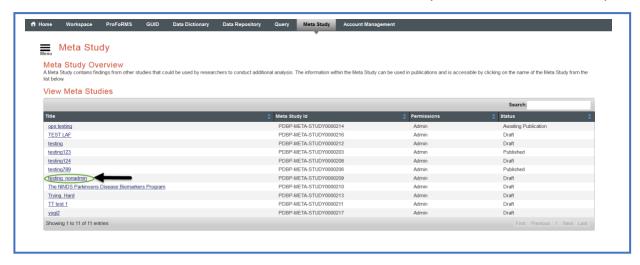




5. Click on the View Meta Studies tool bar on the left.

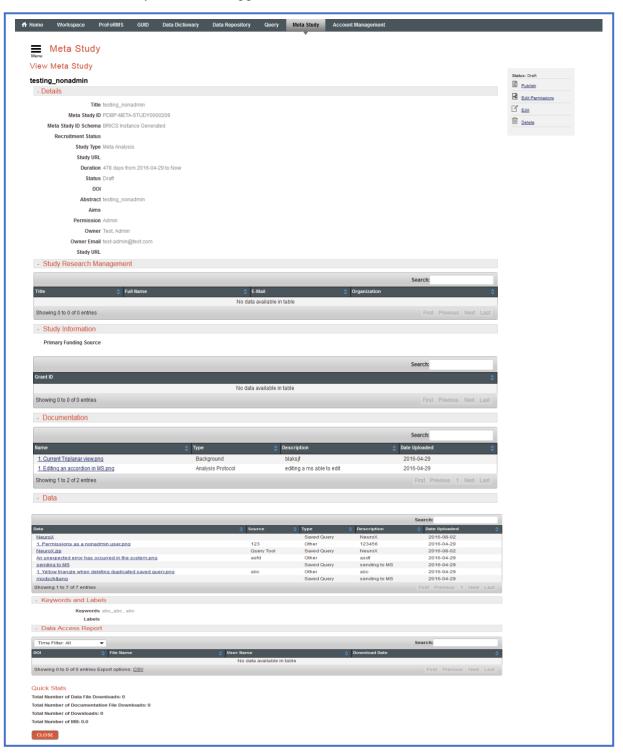


6. From the list of Meta Studies, Click the on the desired study link to view the Meta Study.





7. The Meta Study information appears.



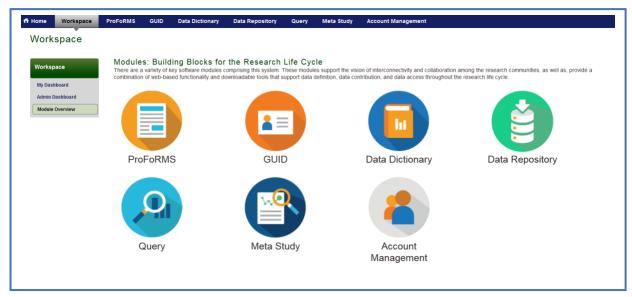


8.5 CREATE META STUDY

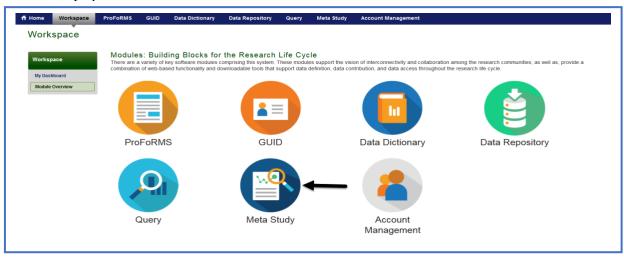
The **Create Meta Study** function allows you to create Meta Study information by entering the mandatory fields in the fields provided. Upon entering the mandatory fields, and submitting the request, a System Administrator must approve the request before you may begin submitting data to the Meta Study.

To create Meta Study: Perform the following actions:

1. Login and navigate to the **Workspace screen** where all modules you have access to are displayed.

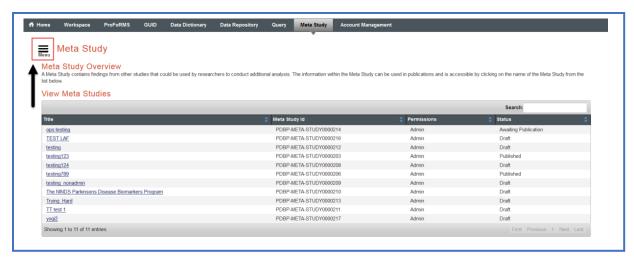


2. Click the **Meta Study** module to enter Meta Study. The Meta Study Overview Screen displays.

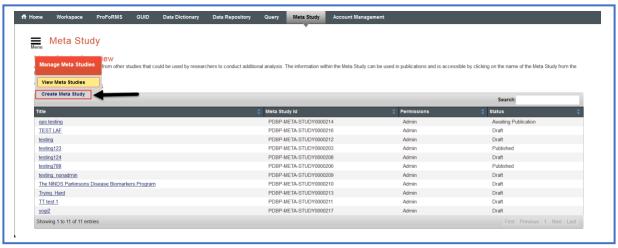




3. Click on the collapsible Menu button to expand the Meta Study menu options on the left tool bar.



4. Click the Create Meta Study tool bar on the left. The Create Meta Study page appears.



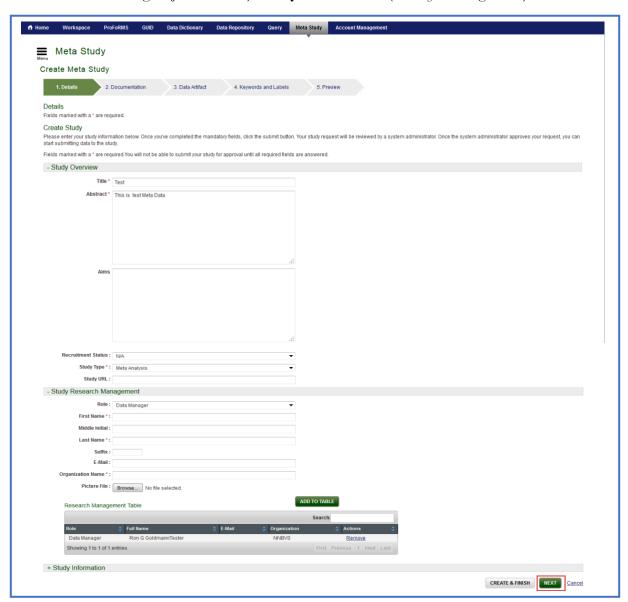


5. Enter the study information in the mandatory fields (mandatory fields are marked with *). **NOTE**: You must enter the **Clinical Trial ID** and Click the **Add to Table** button.

Once you have completed the mandatory fields, click the **Submit** button. A System Administrator will review your study request. Once the System Administrator approves your request, you can start submitting data to the study. You will not be able to submit your study for approval until all required fields are answered.

The Mandatory information are listed as follows:

Study Overview (Tittle, Abstract, Study Type); Study Research Management (First Name, Last Name, Organizational Name); Study Information (Primary Funding Source).

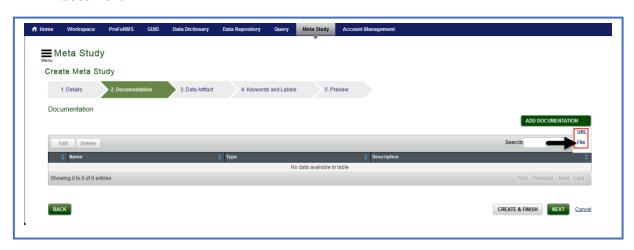




6. Click on the **Add Documentation** button.

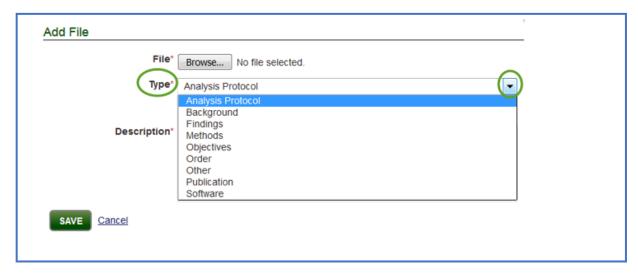


7. A drop-down option to select URL or File opens. Select the File option to upload a document.

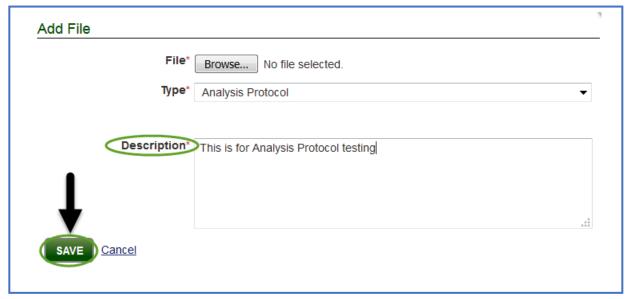




8. Select the file from your computer. From the drop-down menu, select the File type.

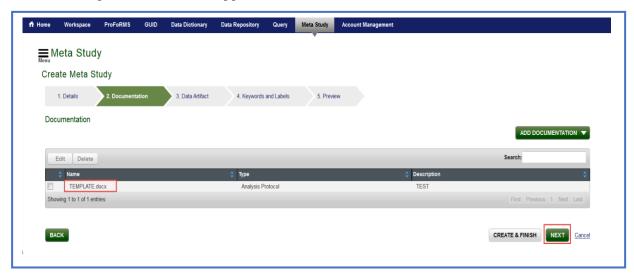


9. Enter a short description of the file inside the **Description** text-box. Click the **Save** button.

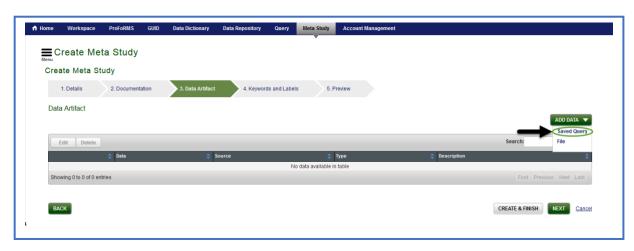




10. The uploaded document appears in the table as shown below: Click the Next button.

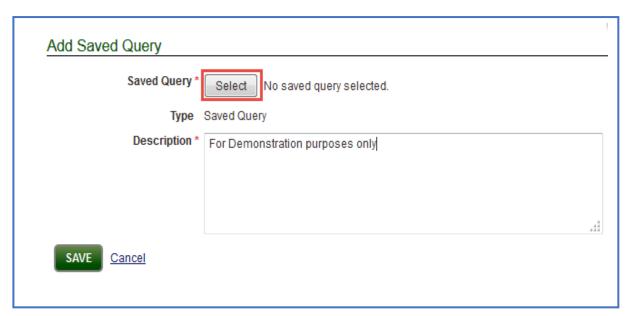


11. A drop-down option to select URL or File opens. Select the File option to upload a document. Click the **Add Data** button. A drop-down option opens with **Saved Query** OR **File**. *In this example, we will select the Saved Query option*: Select the **Saved Query**.

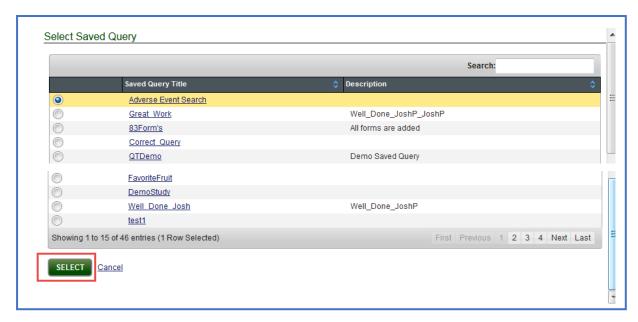




12. Click the Select button.

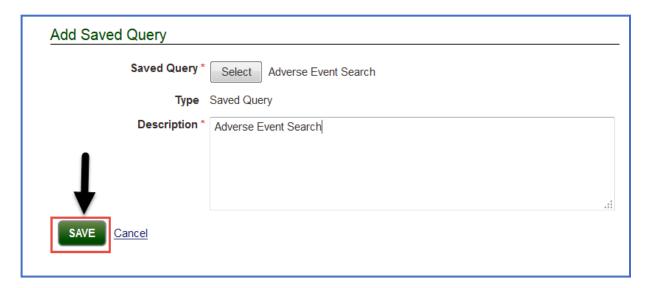


13. A pop-up window opens with the table listing all available Saved Queries. Select the radio button beside the Saved Query you would like to select. Click the **Select** button.

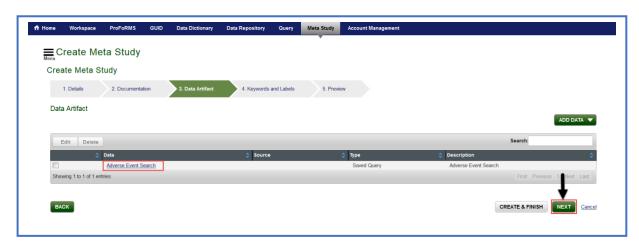




14. Enter a short description of the Saved Query inside the Description text-box. Click Save.

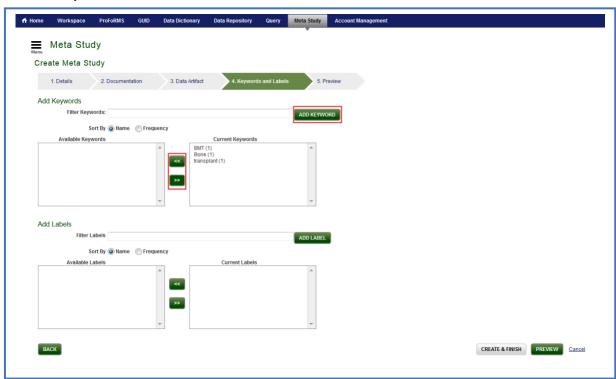


15. The Data Artifact appears in the table as shown below: Click the Next button.



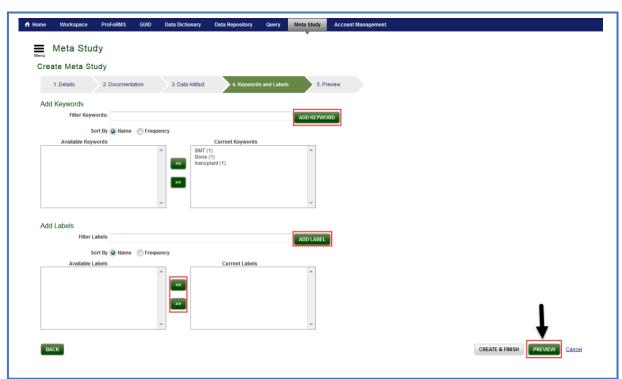


16. Add Keywords: Using Keywords Right Arrow, select from the Available Keywords and move to Current Keywords. You may also select the Add Keywords button to search for the available keywords. You may also use the Keywords from the list.



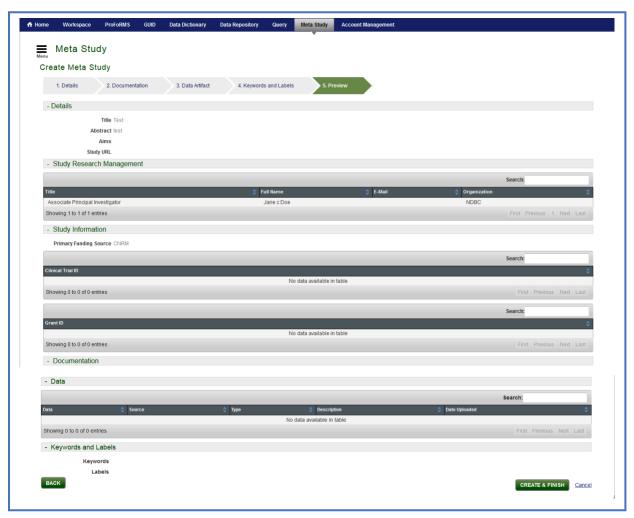


17. Add Labels: Using Right Arrow, select from the Available Labels and move to Current Labels. You may also select the Add Labels button to search for the available labels. You may also use the Preview button.



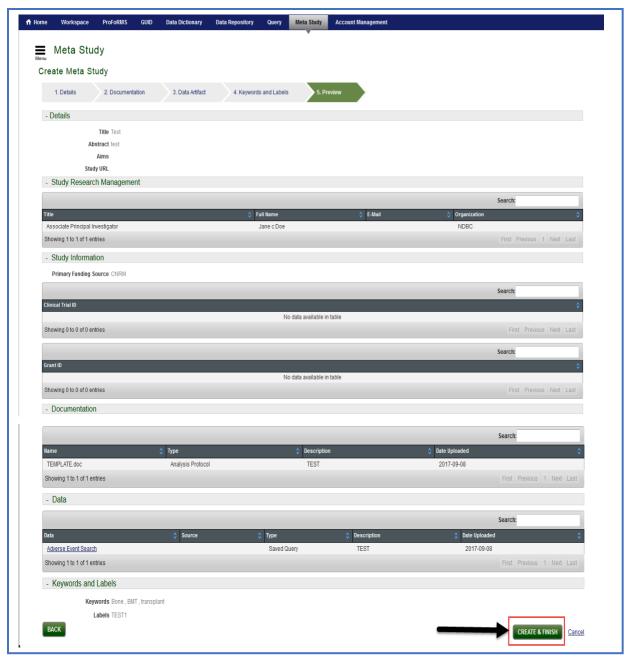


18. Meta Study Preview information appears in the table as shown below:





19. Click the **Create & Finish** button. This will allow you to complete your creation of the Meta Study.





Meta Informaton Section Descriptions

Details: Section and data attributes are intended to define the study, publication details, and DOI assignment and status. Section provides an introduction of the meta study and serves as the foundation for study definition and system categorization. This sections contains additional details to include: [Title, Meta Study ID, Meta Study ID Schema, Recruitment Status, Study Type, Study URL, Duration, Status, DOI, Abstract, Aims, Permission, Owner].

Study Research Management: Common set of predefined attributes associated with any/all Studies and Meta Studies. Section identifies research team roles (e.g. Primary Principal Investigator) and associated role names, email addresses, and affiliations. Data captured is required for both BRICS and the generation of a Digital Object Identifier (DOI); allowing researchers to cite data from BRICS instances in their publications in a more traceable manner. Data attributes provided represent the minimum amount of information required for the generation and assignment of a DOI.

Ths sectons contains the study research management information to include: *Tittle, Full Name, Email Address, and the Organization name, and Picture file.*

Study Information: Intent is to provide information about primary funding, clinical grant IDs, and other pertinent funding resources associated with the meta study. Data captured is validated and shared with clinicaltrials.gov, which provides a secondary resource for accessing public study data. Fields in this section include: [Primary Funding Source] (Org/Institute); [Clinical Trial ID Number]; [Grant/Project ID Number]; [Grant/Project Name]; and [Grant/Project Funders Name].

Documentation: Provides users the ability to document citations for their meta study, by allowing direct linking with publications through the PubMed API, attachment of hyperlinks, and reference file upload(s) (.pdf, .doc, .csv, etc.). Available options include: [Files and URL]

Data Artifact: The intent of this section is to provide public users study-data in the form of query filters and files. Displays saved queries from the Query Tool that were referenced for the meta-study. Saved query details include: referenced studies, form joins, filter name, filter description, permissions, and specific dataset filters. Section also allows for filtered datasets to be directly uploaded for future reference/export (.csv), as an alternative to accessing the data via the Query Tool.

This secton contains data artifacts that describes the type of saved query to include: *Source, Type, Description, Date Uploaded, and Data.*

Keywords and Labels: The intent of this feature is to maximize search efficiency within BRICS and 3rd party repositories through the use of common tags (keywords/labels). Researchers can associate (*use existing system tags*) and create new keywords/labels in order to minimize and target search results.

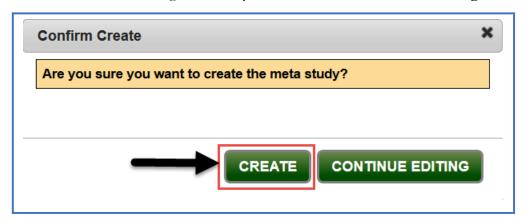
Data Access Report: The intent of this feature is to allow users the ability to retrieve study-data download information for a particular meta study. The Data Access Report section will show a report about individuals that have accessed the data associated with the meta-study



and provide their user name, first name, last name, and download date. Researchers who publish a meta study can gain insight into specific users who have viewed and referenced their study. This section contains the [DOI, File Name, User Name, and Download Date].

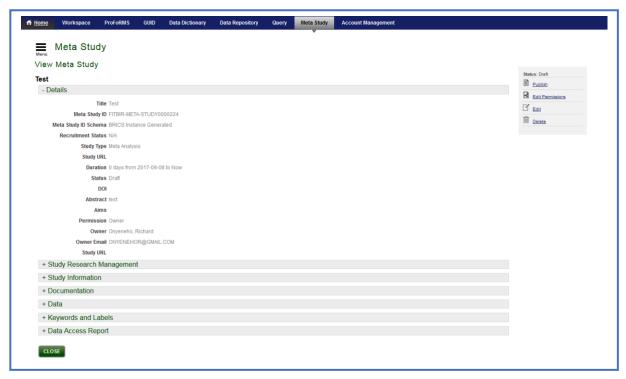
Quick Stats: Method to aggregate statistical information using pre-defined analysis associated with the Data Access report section (no user input necessary). Section captures: 1) Total Number of Data File Downloads; 2) Total Number of Documentation File Downloads; 3) Total Number of Downloads; and 4) Total Number of MB (total file download size). Selected analysis provides stats to Researchers as to data access and download volume, without having to download the Data Access Report (.csv file).

20. A pop-up **Create Confirmation** page appears with the message: "Are you sure you want to create the meta study?" Click the **Create** button to create the Meta Study. If you decide to continue editing the form, you must click the **Continue Editing** button.





21. The View Meta Study page appears with the newly created Meta Study information. As shown below:

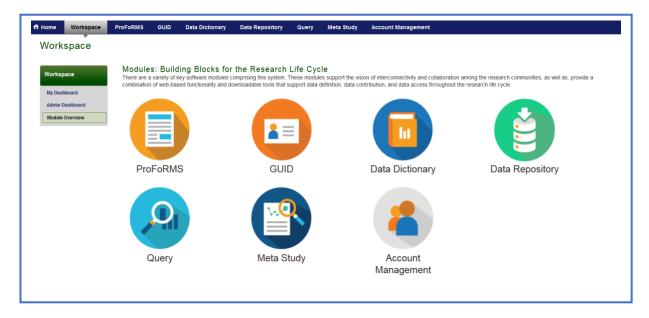




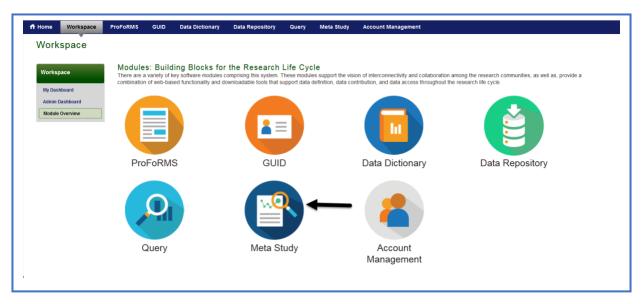
8.6 PUBLISH A META STUDY

To Publish a Meta Study: Perform the following actions:

1. Login into BRICS and navigate to your Workspace where all modules you have access to are displayed.

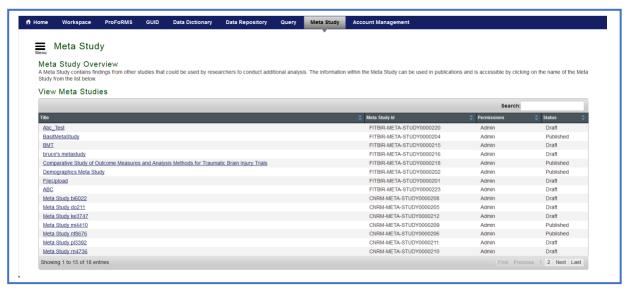


2. Click the **Meta Study** module from your Workspace. **Note**: if the module is greyed out then you do not have access to the module. Please reach out to BRICS Operations to inquire about access should you not have access.

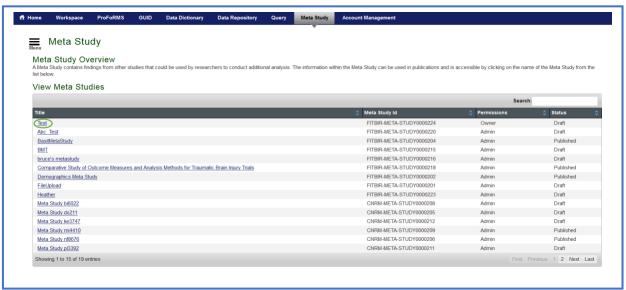




3. The **Meta Study Overview** screen displays with the list of Meta Studies available in the the data repository.

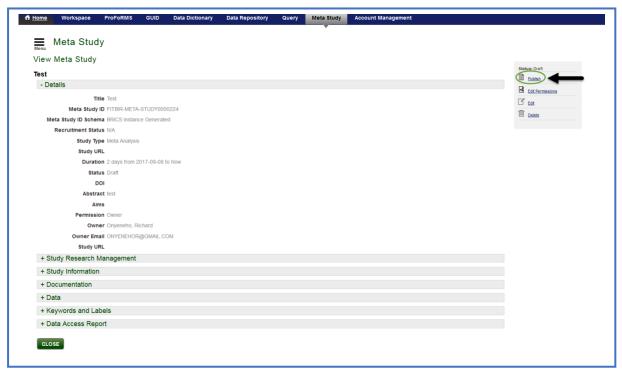


4. From the list of Meta Studies available to you, select the one you wish to publish by clicking on its Title as shown below:

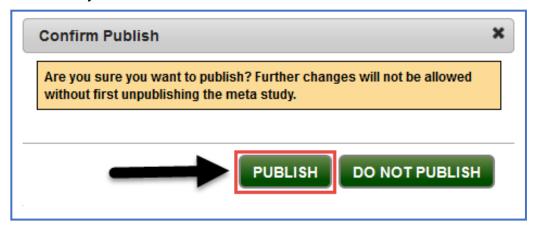




5. The **View Meta Study** page appears. Click on the **Publish** link located on the upper right-hand corner.

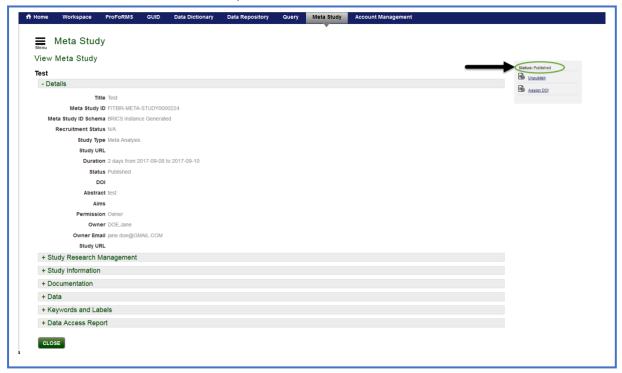


6. A Pop-up confirmation window opens with the question: "Are you sure you want to publish? Further changes will not be allowed without first unpublishing the meta study." Click the Publish button.





7. The Status changes from **Unpublished** to **Published** are then shown on the upper right-hand corner in the Meta Study information.

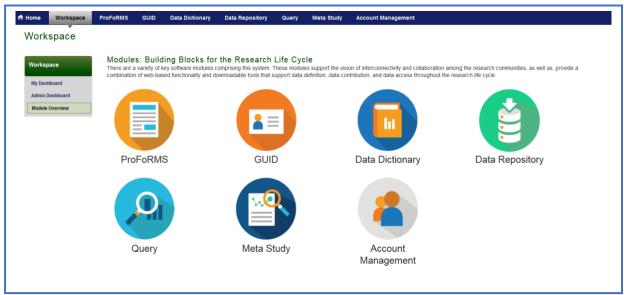




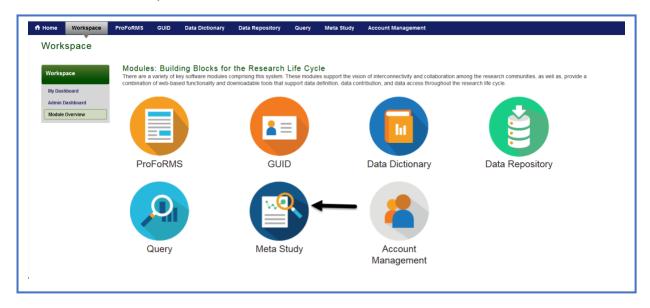
8.7 EDIT PERMISSIONS

To Edit <u>Permissions</u>: Perform the following actions:

1. Login into BRICS and navigate to your Workspace where all modules you have access to are displayed.

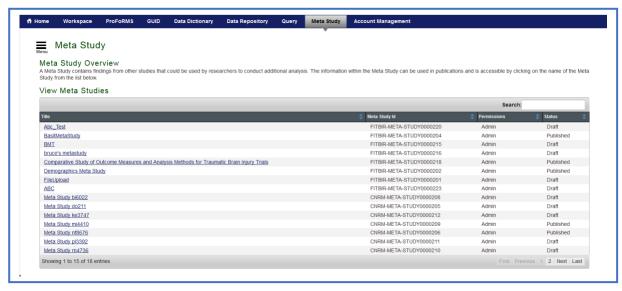


2. Click the **Meta Study** module from your Workspace. **Note**: if the module is greyed out then you do not have access to the module. Please reach out to BRICS Operations to inquire about access should you not have access.

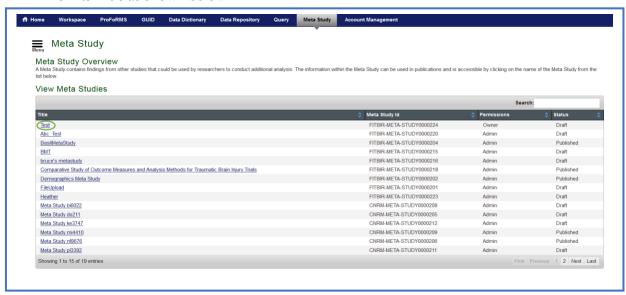




3. The **Meta Study Overview** screen displays with the list of Meta Studies available in the the data repository.

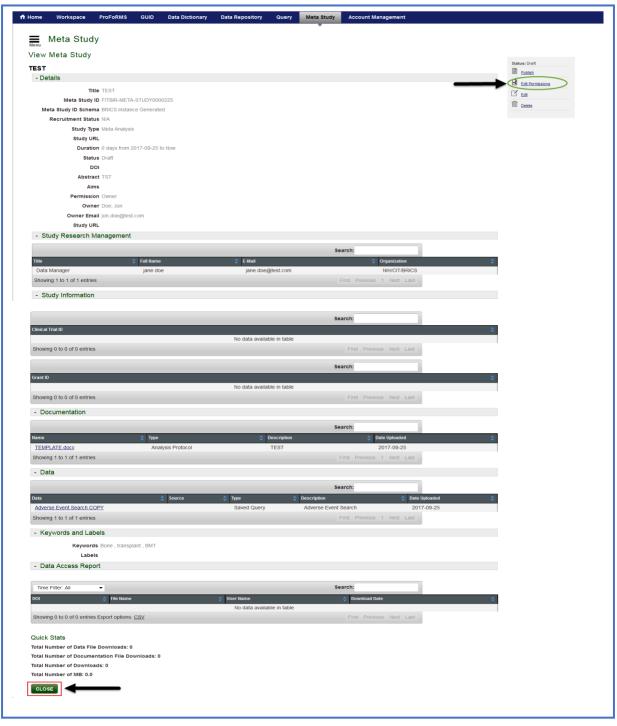


4. From the list of Meta Studies available to you, select the one you wish to publish by clicking on its Title as shown below:





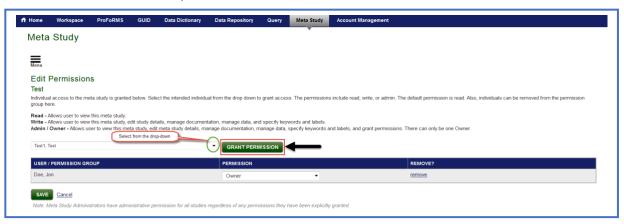
5. The **View Meta Study** page appears. Click on the **Edit Permissions** link located on the upper right-hand corner.





- **6.** The Meta Study Edit Permissions page appears. **Note**: Individual access/permissions to the Meta Study include **Read**, **Write** and/or **Admin/Owner**. Select the intended individual from the drop-down to grant access. The default permission is **Read**. Also, individuals can be removed from the permission group here, meaning they will no longer have access to the Meta Study. Use the Grant Permissions button to assign the permissions after selecting the permission type.
 - Read Allows user to view this Meta Study.
 - **Write -** Allows user to view this meta study, edit study details, manage documentation, manage data, and specify keywords and labels.
 - **Admin / Owner -** Allows user to view this meta study, edit meta study details, manage documentation, manage data, specify keywords and labels, and grant permissions.

Note: There can only be one Owner.

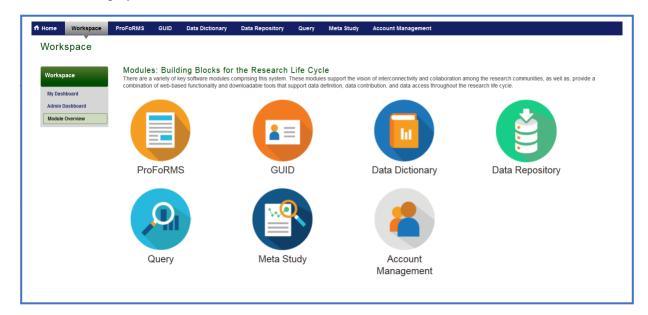




8.8 EDIT META STUDY

To Edit Meta Study: Perform the following actions:

1. Login into BRICS and navigate to your Workspace where all modules you have access to are displayed.

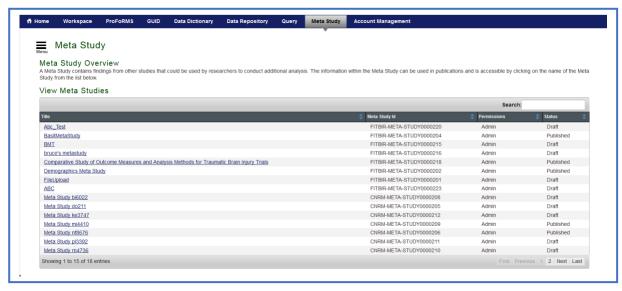


2. Click the **Meta Study** module from your Workspace. **Note**: if the module is greyed out then you do not have access to the module. Please reach out to BRICS Operations to inquire about access should you not have access.

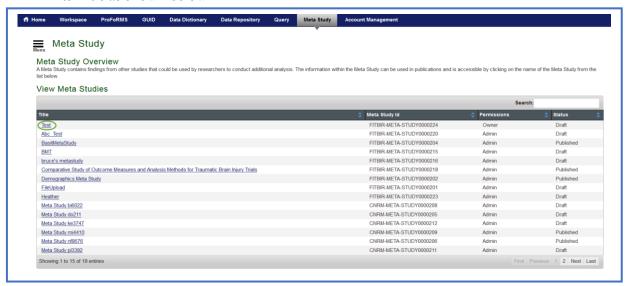




3. The **Meta Study Overview** screen displays with the list of Meta Studies available in the the data repository.

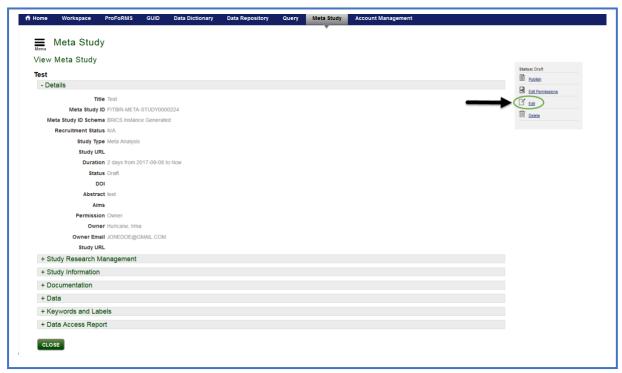


4. From the list of Meta Studies available to you, select the one you wish to edit by clicking on its Title as shown below:





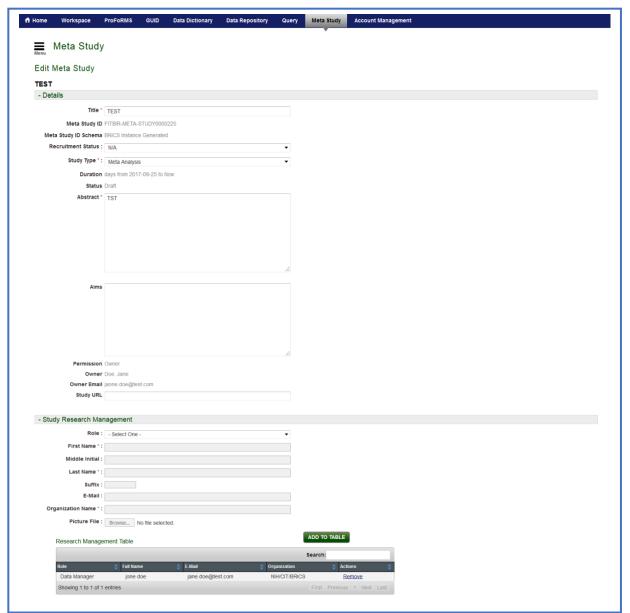
5. The **View Meta Study** page appears. Click on the **Edit** link located on the upper right-hand corner.





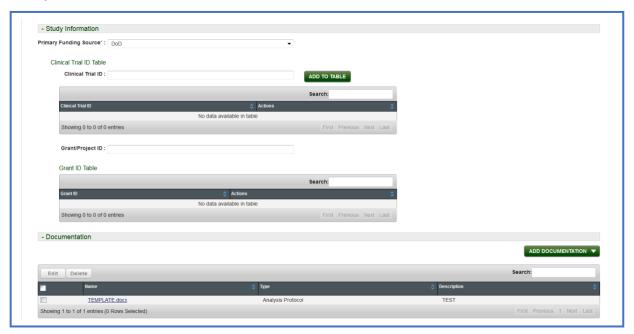
6. The **Edit Meta Study** page appears. Enter the appropriate details in the various sections of the Meta Study (+Details, +Study Research Management, +Study Information, +Documentation, +Data and +Keywords) sections. Click the Save button.

Details and Study Research Management:





Study Information:

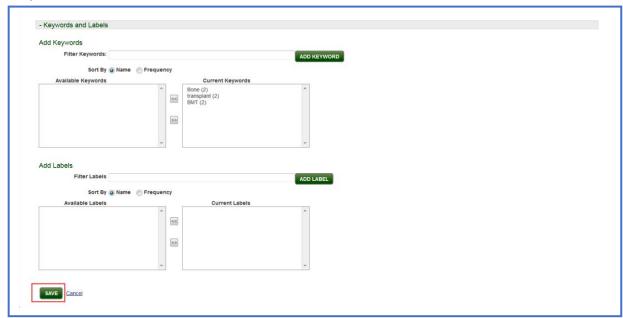


Documentation and Data:





Keywords and Labels:

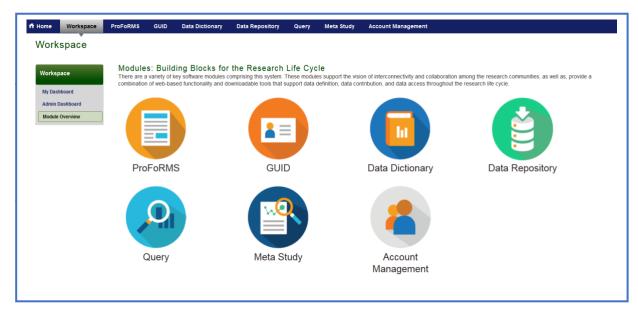




8.9 DELETE META STUDY

To Delete Meta Study: Perform the following actions:

1. Login into BRICS and navigate to your Workspace where all modules you have access to are displayed.

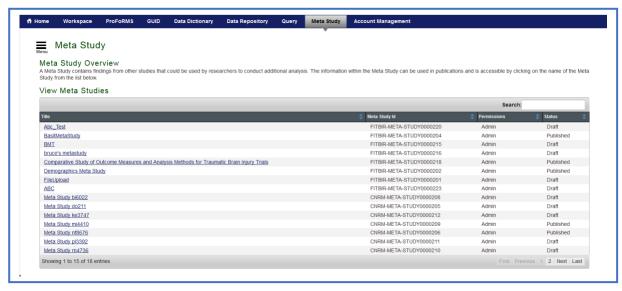


2. Click the **Meta Study** module from your Workspace. **Note**: if the module is greyed out then you do not have access to the module. Please reach out to BRICS Operations to inquire about access should you not have access.

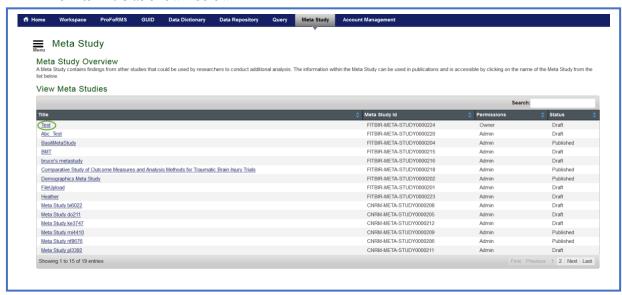




3. The **Meta Study Overview** screen displays with the list of Meta Studies available in the the data repository.

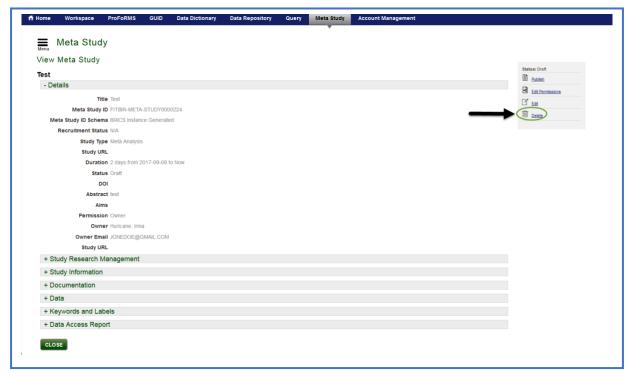


4. From the list of Meta Studies available to you, select the one you wish to delete by clicking on its **Title** as shown below:





5. The **View Meta Study** page appears. Click on the **Delete** link located on the upper right-hand corner.



6. A Pop-up confirmation window opens with the question: "Are you sure you want to delete this meta study? Be sure you wish to delete this Meta Study; you will not be able to restore it. Click the Delete button.



ICON KEY Notes Important Information

Things to Note:

Only non-published Meta Study can be deleted.

Once a Meta Study is pulished, only users with the right permissions can unpublish a Meta

Only Non DOI's can be deleted.



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