



5

BRICS USER GUIDE

Data Dictionary: Data Repository



CHAPTER 5 - Data Repository

The **Data Repository** is the central hub of the BRICS system, providing functionality to manage study information, and contribute, upload, and store the research data associated with each study. The Data Repository module is closely related to the Data Dictionary module which provides long term repository for research data.

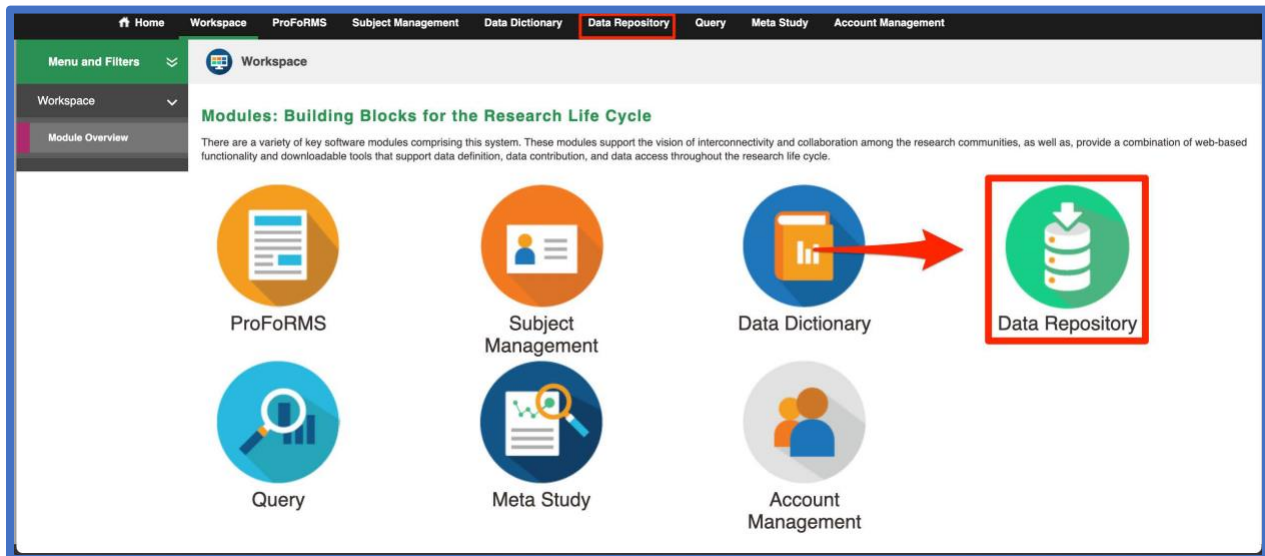
5.1 Data Dictionary Objective

- Manage Studies
 - View Studies
 - Create a Study
 - Edit a Study
 - Submit Request to Approve Data Document
 - Add Form Structure
 - Search Studies
- Other Tools: Submission Tools, Image Packaging Tool, and Download Tool (See Chapter 9 Image Packaging Tool, Chapter 10 Data Validation, and Chapter 11 Download Tool) are located within the Data Repository module. Please refer to the above-referenced chapters for additional information.

5.2 Module Navigation

The **Data Repository** module (including sub-modules) are available within the BRICS Workspace

1. Log into your BRICS instance and select the Data Repository module from either the top navigation bar or the module icon.

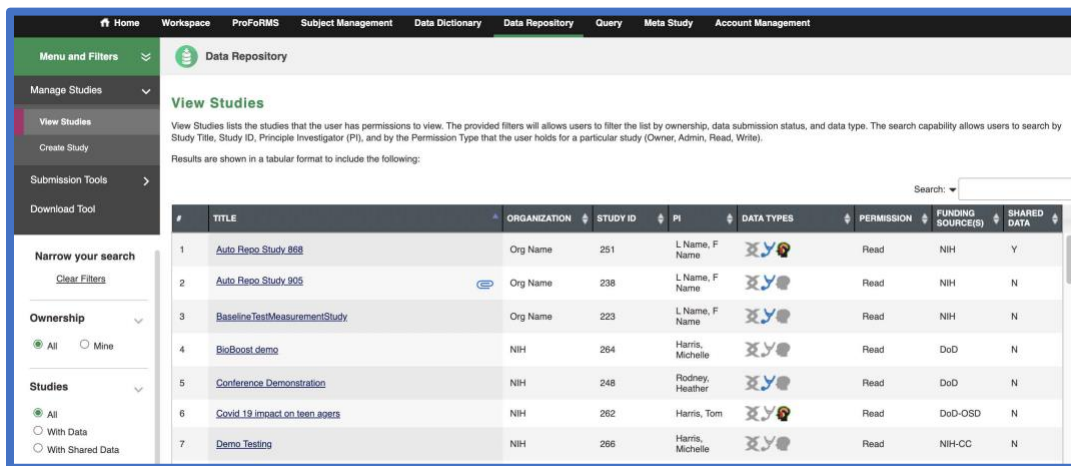


5.2.1 View Studies

The View Studies lists the studies the user has permission to view. The filters provided within the View Studies list allows users to filter the list by **Ownership, Studies, Data Types and Study Types**. The search capability allows users to search by multiple fields. Click into the Search box to see all searchable fields.

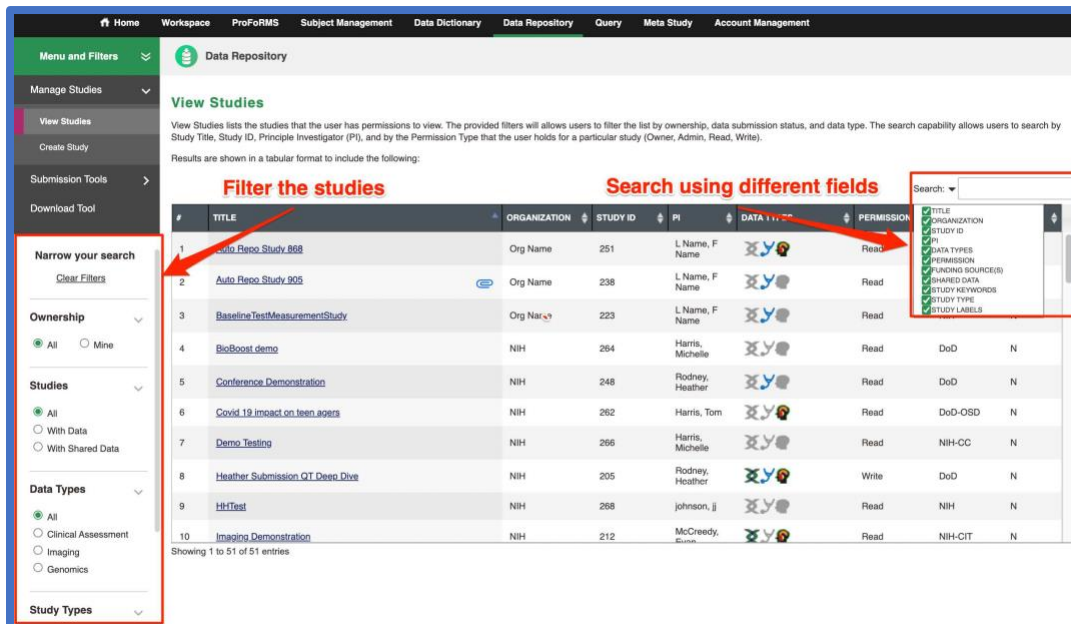
To View Studies in Data Repository: Perform the following actions:

1. Open the Data Repository. When opening the Data Repository page, you will be taken to the view studies page.



The screenshot shows the 'View Studies' page in the Data Repository. The page includes a navigation menu on the left with options like 'Home', 'Workspace', 'ProFoRMS', 'Subject Management', 'Data Dictionary', 'Data Repository', 'Query', 'Meta Study', and 'Account Management'. The main content area is titled 'View Studies' and contains a table of studies. The table has the following columns: #, TITLE, ORGANIZATION, STUDY ID, PI, DATA TYPES, PERMISSION, FUNDING SOURCE(S), and SHARED DATA. The table lists 7 studies, including 'Auto Repo Study 868', 'Auto Repo Study 905', 'Baseline Test/Measurement Study', 'BioBoost demo', 'Conference Demonstration', 'Covid 19 impact on teen agers', and 'Demo Testing'. A search box is located at the top right of the table area.

2. To search for a study use the search text box and/or the filters section.



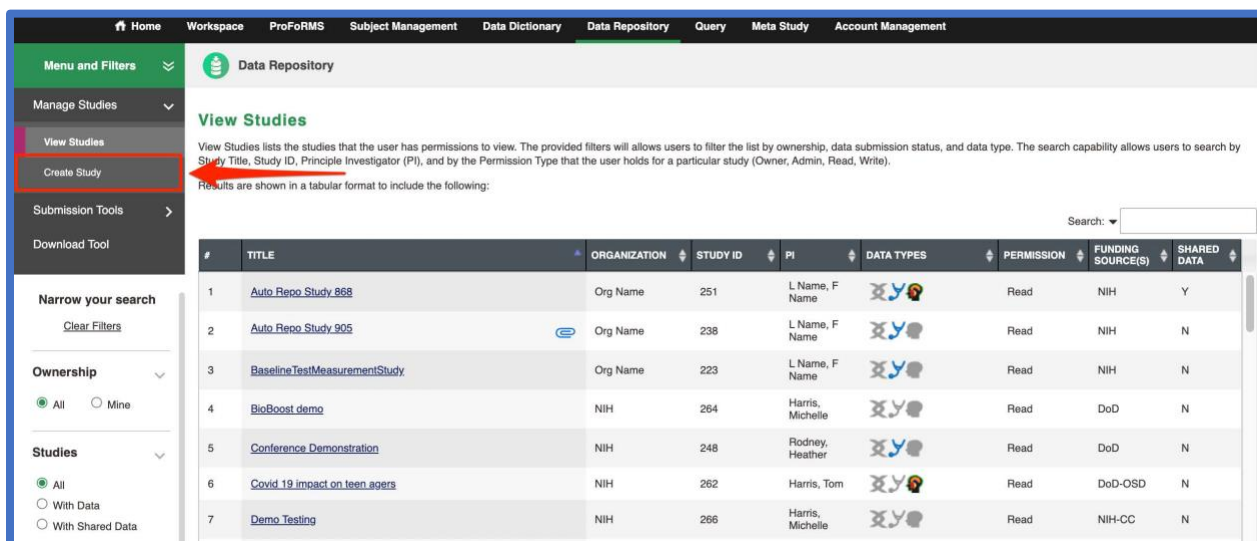
The screenshot shows the 'View Studies' page with annotations. Red boxes highlight the 'Narrow your search' filters on the left and the search dropdown menu on the right. Red arrows point from the search dropdown to the table columns. The search dropdown menu is open, showing a list of searchable fields: TITLE, ORGANIZATION, STUDY ID, PI, DATA TYPES, PERMISSION, FUNDING SOURCE(S), SHARED DATA, STUDY KEYWORDS, STUDY TYPE, and STUDY LABELS. The table shows 10 studies, including 'Auto Repo Study 868', 'Auto Repo Study 905', 'Baseline Test/Measurement Study', 'BioBoost demo', 'Conference Demonstration', 'Covid 19 impact on teen agers', 'Demo Testing', 'Heather Submission QT Deep Dive', 'HRTest', and 'Imaging Demonstration'. The page also includes a 'Filter the studies' section and a 'Search using different fields' section.

5.2.2 Create Study

The Create Study functionality allows users with permission to create a study by providing the relevant information requested and submitting the request which will be reviewed by a BRICS Systems Administrator. Once approved by the Systems Administrator, users may begin to submit data to the system.

To Create a Study in Data Repository: Perform the following actions:

1. Navigate to the **Data Repository** Module and click **“Create Study”**.



View Studies

View Studies lists the studies that the user has permissions to view. The provided filters will allow users to filter the list by ownership, data submission status, and data type. The search capability allows users to search by Study Title, Study ID, Principle Investigator (PI), and by the Permission Type that the user holds for a particular study (Owner, Admin, Read, Write).
Results are shown in a tabular format to include the following:

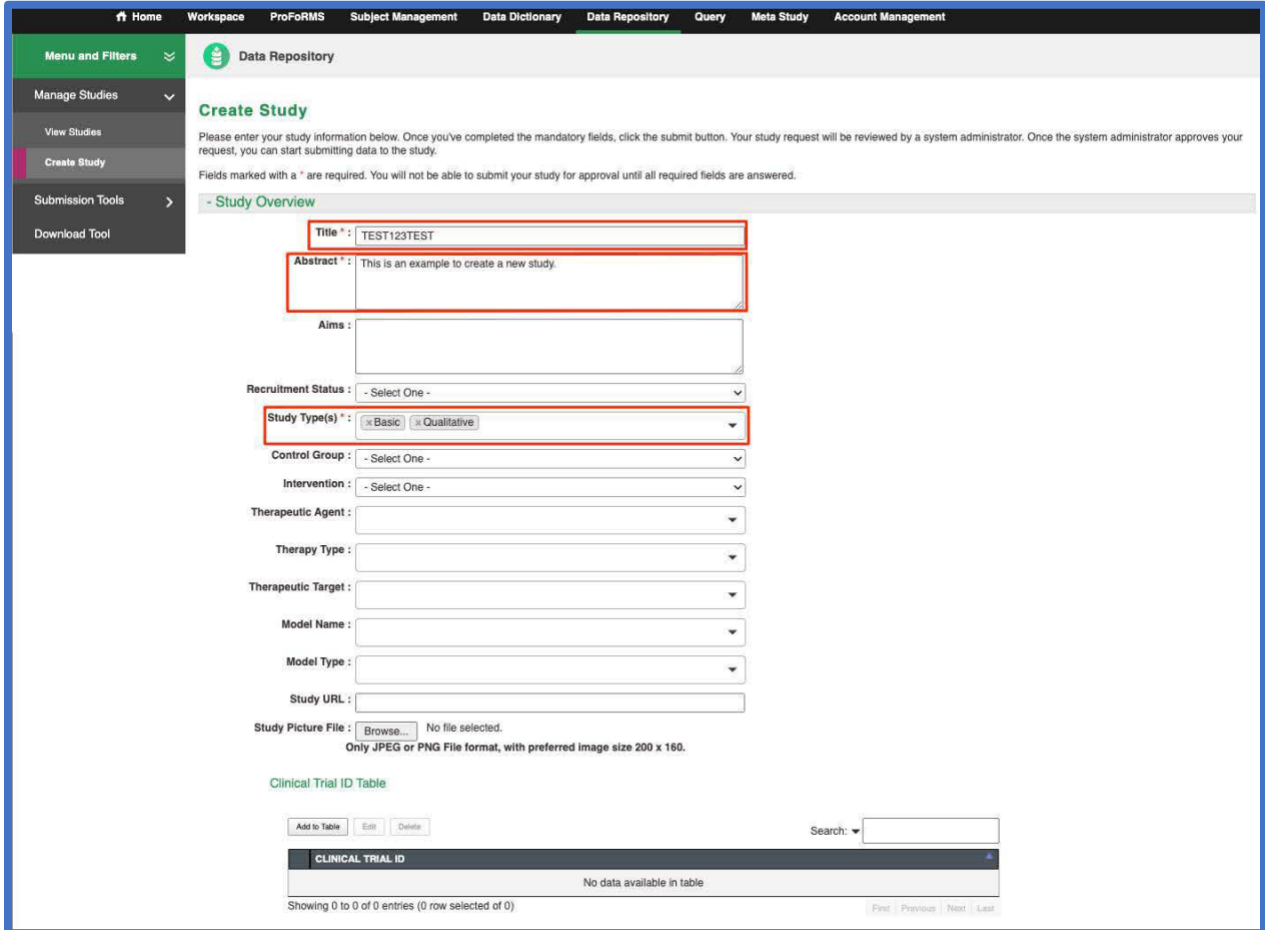
#	TITLE	ORGANIZATION	STUDY ID	PI	DATA TYPES	PERMISSION	FUNDING SOURCE(S)	SHARED DATA
1	Auto Repo Study 868	Org Name	251	L Name, F Name		Read	NIH	Y
2	Auto Repo Study 905	Org Name	238	L Name, F Name		Read	NIH	N
3	BaselineTestMeasurementStudy	Org Name	223	L Name, F Name		Read	NIH	N
4	BioBoost demo	NIH	264	Harris, Michelle		Read	DoD	N
5	Conference Demonstration	NIH	248	Rodney, Heather		Read	DoD	N
6	Covid 19 impact on teen agers	NIH	262	Harris, Tom		Read	DoD-OSD	N
7	Demo Testing	NIH	266	Harris, Michelle		Read	NIH-CC	N

2. Fill out the Create Study data. To create the study, you must fill out the required fields (All fields with an * asterisk, are required.)

NOTE:

When the Create Study page first opens, all the tabs aside from Study Overview will be closed. You must click them to expand them. For example: Click + Study Research Management to expand that section.

See photos below for a quick view of all required fields.



Data Repository

Create Study

Please enter your study information below. Once you've completed the mandatory fields, click the submit button. Your study request will be reviewed by a system administrator. Once the system administrator approves your request, you can start submitting data to the study.

Fields marked with a * are required. You will not be able to submit your study for approval until all required fields are answered.

- Study Overview

Title * : TEST123TEST

Abstract * : This is an example to create a new study.

Aims :

Recruitment Status : - Select One -

Study Type(s) * : Basic Qualitative

Control Group : - Select One -

Intervention : - Select One -

Therapeutic Agent :

Therapy Type :

Therapeutic Target :

Model Name :

Model Type :

Study URL :

Study Picture File : No file selected.
Only JPEG or PNG File format, with preferred image size 200 x 150.

Clinical Trial ID Table

Search:

CLINICAL TRIAL ID
No data available in table

Showing 0 to 0 of 0 entries (0 row selected of 0) First Previous Next Last

- Study Research Management

Research Management Table

Create a Primary Principal Investigator

Add to Table Edit Delete Search:

ROLE	FULL NAME	E-MAIL	ORGANIZATION	ORCID
<input type="radio"/>	Primary Principal Investigator	John P Doe	Demo Org	
<input type="radio"/>	Data Manager	John Rutherford jpatrickrutherford@gmail.com	BRICS	

Showing 1 to 2 of 2 entries (0 row selected of 2) First Previous Next Last

- Study Information

Start Date * : 2022-08-01

End Date * : 2022-12-01

Estimated Number of Subjects :

Funding Source(s) * :

Site Table

Create a Primary Test Site

Add to Table Edit Delete Search:

SITE NAME	ADDRESS	CITY	STATE	COUNTRY	PHONE NUMBER	
<input type="radio"/>	Test Lab 1 (Primary)	123 Main St	San Francisco	CA	United States of America	1234561234

Showing 1 to 1 of 1 entries (0 row selected of 1) First Previous Next Last

Grant Table

Add to Table Edit Delete Search:

GRANT/PROJECT ID	GRANT/PROJECT NAME	GRANT/PROJECT FUNDER NAME	
<input type="radio"/>	DR080205	TEST_TEST	John Doe

Showing 1 to 1 of 1 entries (0 row selected of 1) First Previous Next Last

- Study Form Structure

Add Form Structures you initially intend to use to the table below by clicking on the "Add Form Structure" button. When you click the button, you will be presented with a list of published Form Structures to choose from. If you don't know the Form Structures you intend to use or if the forms haven't been created yet, leave this section blank. You can add your Form Structures to the study at a later time or when you submit data to your study. When submitting data, the system will automatically add the Form Structure used to the study's Form Structure list.

Add Form Structure Search:

FORM STRUCTURE TITLE	SHORT NAME	FORM TYPE	ACTIONS
No data available in table			

Showing 0 to 0 of 0 entries First Previous Next Last

- Study Keywords and Labels

Associate Keywords

Associating keywords to the study promotes reuse and improves the search capability.

Filter Keywords:

Sort By: Name Frequency

Available Keywords

LEIA (3)
submission (2)
test (1)
testing (2)

Current Keywords

Associate Labels

Filter Labels:

Sort By: Name Frequency

Available Labels

test (1)
LEIA (2)
testing (2)

Current Labels

Upload your Data Submission Document.

Approved Data Submission Document

Your study cannot be approved until you upload the required documentation. Please upload your Approved Submission document.

Data Submission Document * : emailreceipt_20200131R0394689533.pdf

Study Overview: Complete all required fields marked with an * asterisk:

- Title*
- Abstract*
- Aims
- Recruitment Status
- Study Type(s)*
- Other Study Type:
- Control Group
- Intervention
- Therapeutic Agent
- Therapy Type
- Therapeutic Target
- Model Name
- Model Type
- Study URL
- Study Picture File: Click Browse... to select a JPEG or PNG file.
- Clinical Trial ID: Click add to table to add a Clinical Trial ID.

Study Research Management - You are required to create a *Primary Principal Investigator. To do so, select the "Add to the Table" button.

- Role*: You are required to have exactly 1 Primary Principal Investigator
- First Name*
- Middle Initial
- Last Name*
- Suffix
- E-Mail
- Organization Name*
- ORCID
- Picture File

Study Information: Complete all required fields marked with an * asterisk:

- Start Date*
- End Date*
- Estimated Number of Subjects
- Primary Funding Source*
- Site Table*: You are required to have a Primary Site* Click the "Add to Table" button.
- Site Name*
- Address
- Country
- City
- Phone Number
- Grant Table
- Grant/Project ID

- Grant/Project Name
- Grant/Project Funders Name

Study Form Structure:

- **Form Structures:** Add Form Structures you initially intend to use to the table. If you don't know what the Form Structure's you intend to use are then you can add form structures to your study at a later time.

Study Keywords and Labels:

- **Associate Keywords:** Add any keywords you wish to be associated with your study.
- **Associate Labels:** Add any labels you wish to be associated with your study.

Approved Data Submission Document*: Your study cannot be approved until you upload the required documentation. Please upload your Approved Submission document. Click **“Choose File”** to browse your computer and upload your document.

3. After filling out the required data. Click the **“Submit Request”** button.
NOTE: Your study cannot be approved if the data submission document(s) are not uploaded. Please make sure you upload your data submission documents.



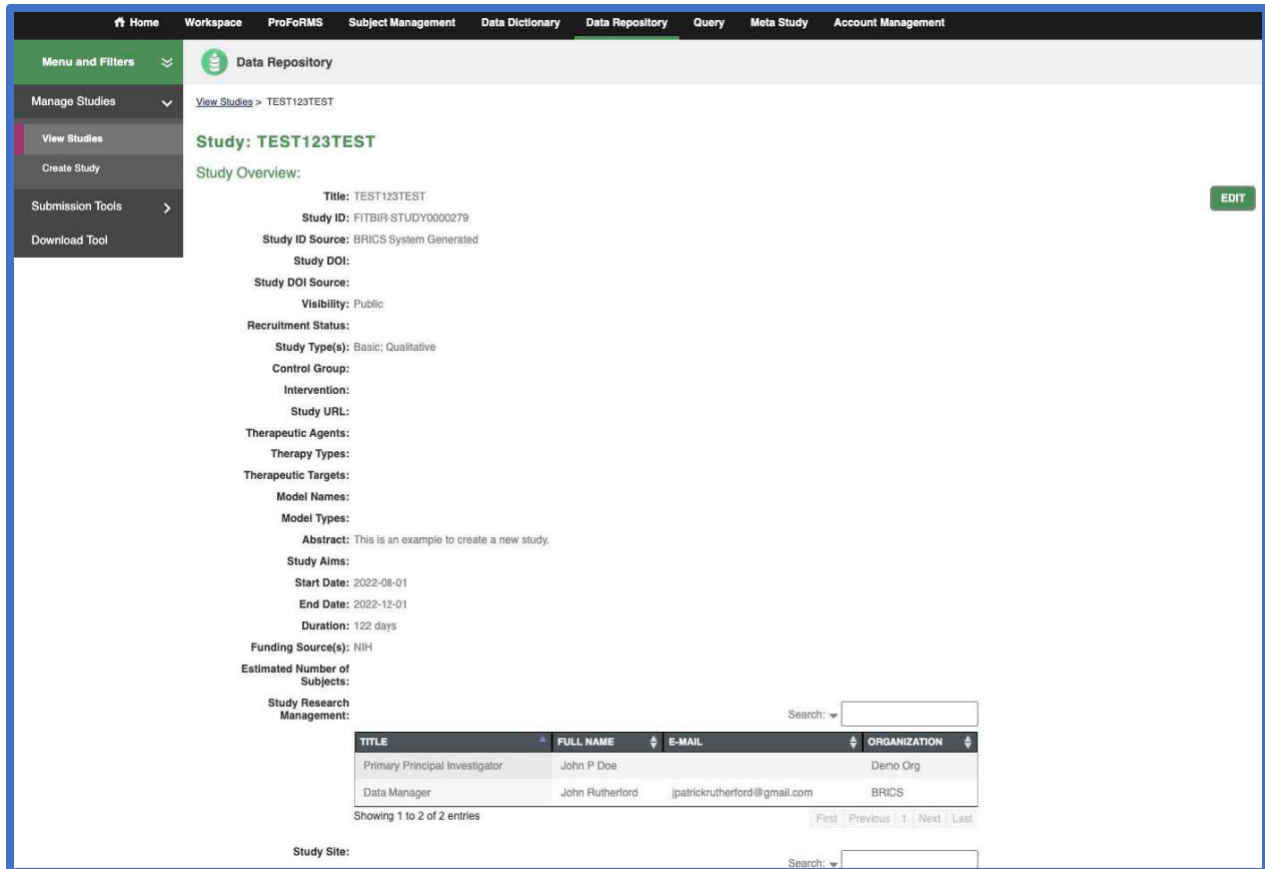
Approved Data Submission Document

Your study cannot be approved until you upload the required documentation. Please upload your Approved Submission document.

Data Submission Document * : 164687208...13207_n.jpg

- If all required information is filled out. Then your request to create your study will be submitted and you will be redirected to the Study Overview page for your study.

NOTE: When you request to create the study, it will be reviewed by an admin for approval/rejection. Afterwards, you will receive an email notification with the status of the study.



The screenshot shows the 'Study Overview' page for a study named 'TEST123TEST'. The page includes a navigation menu on the left with options like 'Manage Studies', 'View Studies', 'Create Study', 'Submission Tools', and 'Download Tool'. The main content area displays various study details:

- Title:** TEST123TEST
- Study ID:** FITBIR-STUDY0000279
- Study ID Source:** BRICS System Generated
- Study DOI:**
- Study DOI Source:**
- Visibility:** Public
- Recruitment Status:**
- Study Type(s):** Basic; Qualitative
- Control Group:**
- Intervention:**
- Study URL:**
- Therapeutic Agents:**
- Therapy Types:**
- Therapeutic Targets:**
- Model Names:**
- Model Types:**
- Abstract:** This is an example to create a new study.
- Study Aims:**
- Start Date:** 2022-06-01
- End Date:** 2022-12-01
- Duration:** 122 days
- Funding Source(s):** NIH
- Estimated Number of Subjects:**
- Study Research Management:** Includes a search bar and a table of roles.

TITLE	FULL NAME	E-MAIL	ORGANIZATION
Primary Principal Investigator	John P. Doe		Demo Org
Data Manager	John Rutherford	jpatrikrutherford@gmail.com	BRICS

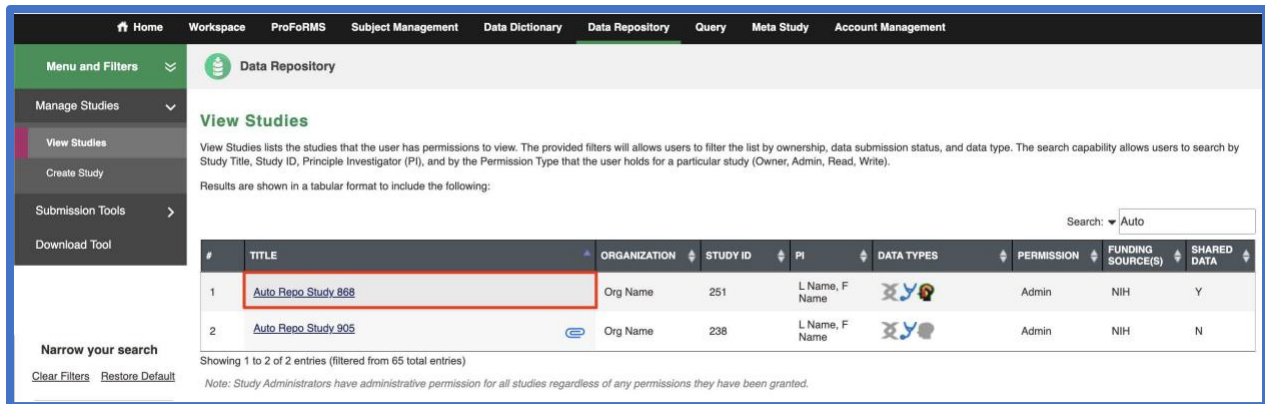
Showing 1 to 2 of 2 entries. Navigation: First | Previous | 1 | Next | Last

Study Site: Search:

5.2.3 Edit Studies

The Edit Studies function allows the user to edit studies that the user has permissions to edit. To Edit Studies in Data Repository: Perform the following actions:

1. Open the Data Repository module and the View Studies page will load.
2. Find the study you'd like to edit in the View Studies page and click on its name to open it.
NOTE: Use the search box and/or filters to easily find your study.



View Studies

View Studies lists the studies that the user has permissions to view. The provided filters will allow users to filter the list by ownership, data submission status, and data type. The search capability allows users to search by Study Title, Study ID, Principle Investigator (PI), and by the Permission Type that the user holds for a particular study (Owner, Admin, Read, Write).

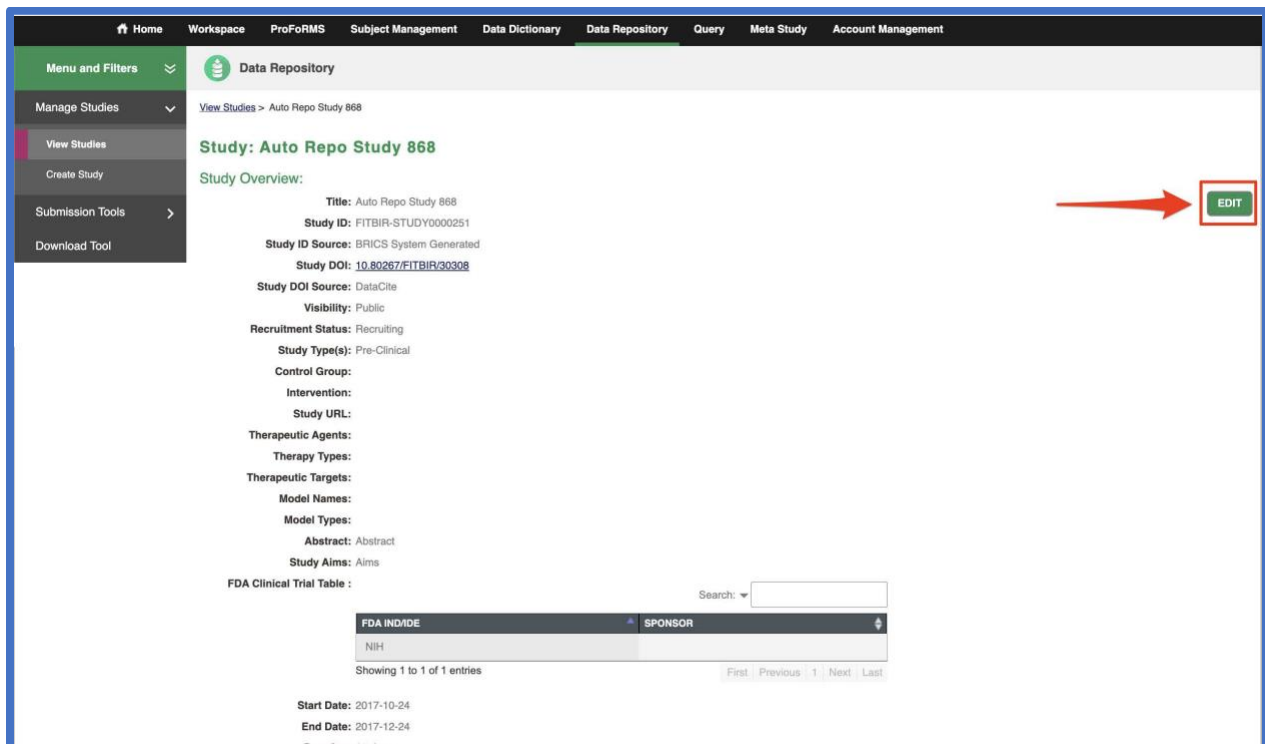
Results are shown in a tabular format to include the following:

#	TITLE	ORGANIZATION	STUDY ID	PI	DATA TYPES	PERMISSION	FUNDING SOURCE(S)	SHARED DATA
1	Auto Repo Study 868	Org Name	251	L Name, F Name		Admin	NIH	Y
2	Auto Repo Study 905	Org Name	238	L Name, F Name		Admin	NIH	N

Showing 1 to 2 of 2 entries (filtered from 65 total entries)

Note: Study Administrators have administrative permission for all studies regardless of any permissions they have been granted.

3. The Study Overview page appears. Click the “Edit” button.



Study: Auto Repo Study 868

Study Overview:

Title: Auto Repo Study 868
 Study ID: FITBIR-STUDY0000251
 Study ID Source: BRICS System Generated
 Study DOI: [10.80267/FITBIR/90308](#)
 Study DOI Source: DataCite
 Visibility: Public
 Recruitment Status: Recruiting
 Study Type(s): Pre-Clinical
 Control Group:
 Intervention:
 Study URL:
 Therapeutic Agents:
 Therapy Types:
 Therapeutic Targets:
 Model Names:
 Model Types:
 Abstract: Abstract
 Study Aims: Aims

FDA Clinical Trial Table:

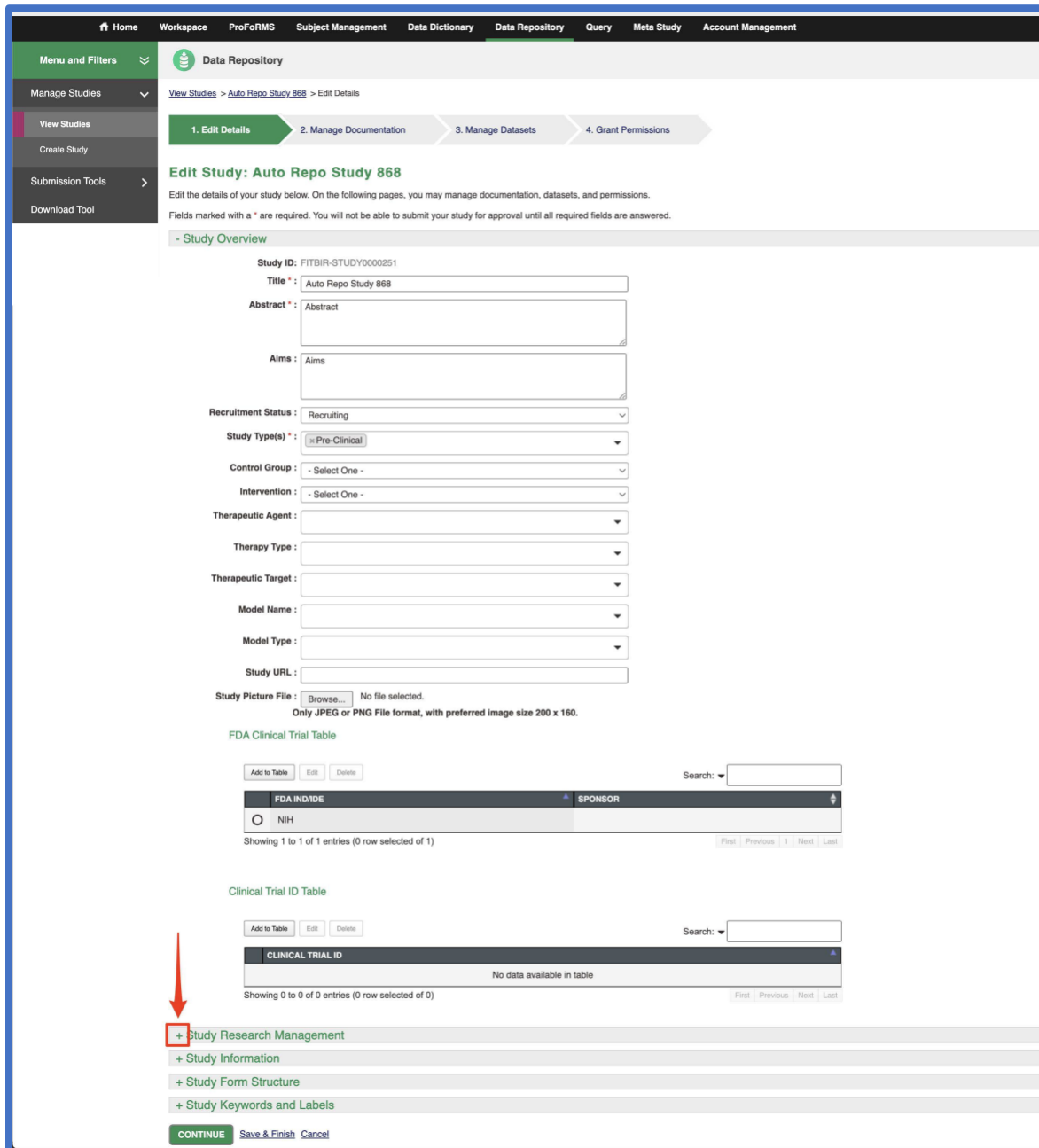
FDA IND/IDE	SPONSOR
NIH	

Showing 1 to 1 of 1 entries

Start Date: 2017-10-24
 End Date: 2017-12-24

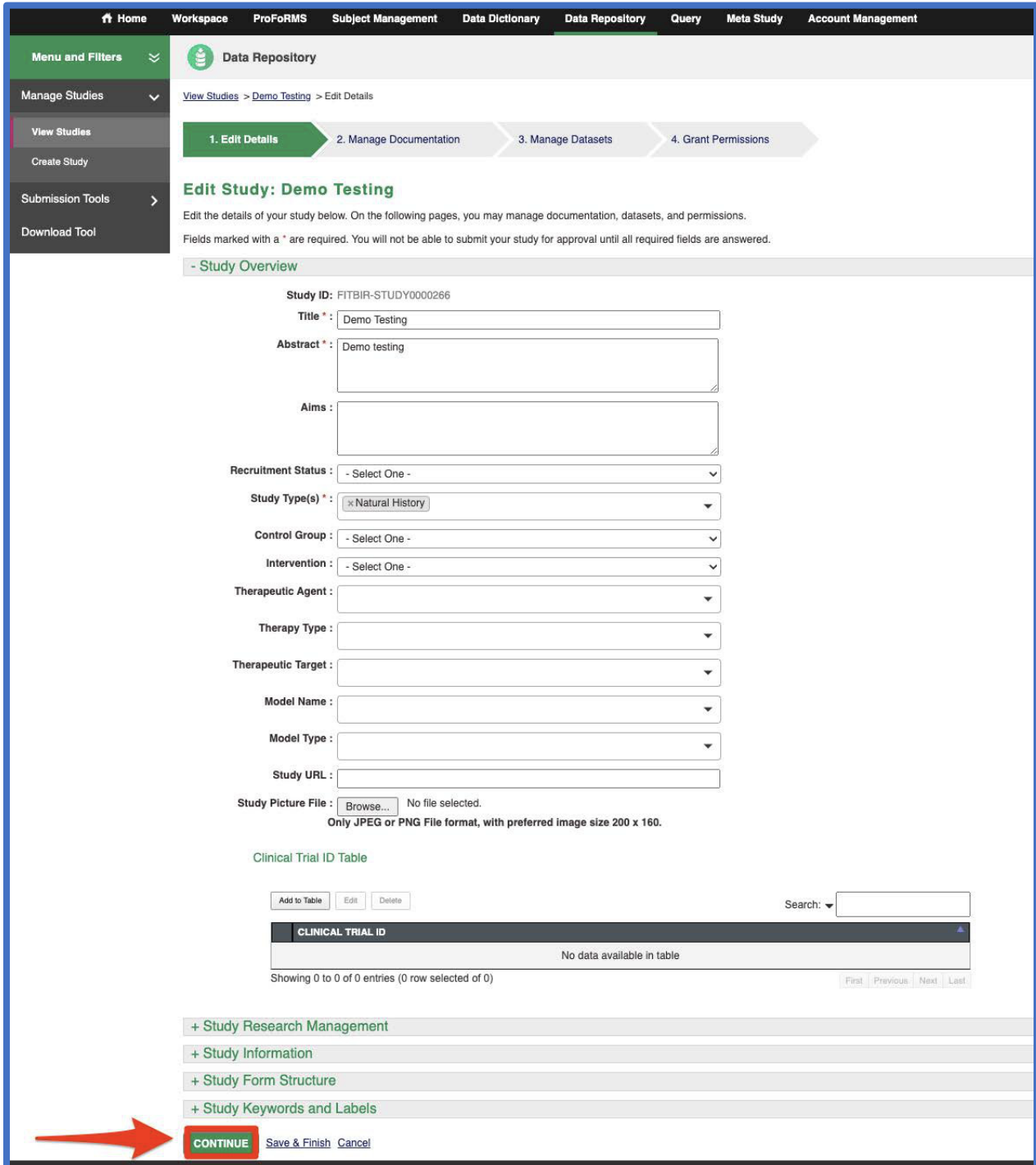
- Edit the details of your study as shown below. Clicking on the **[+]** expansion icon expands the various section (**Study Research Management, Study Information, Study Form Structure, and Study Keywords and Labels**) for additional study details. On the following pages, you may manage **documentation, datasets, and permissions**.

Note: Fields marked with an asterisk * are required. You will not be able to submit your study for approval until all required fields are answered.



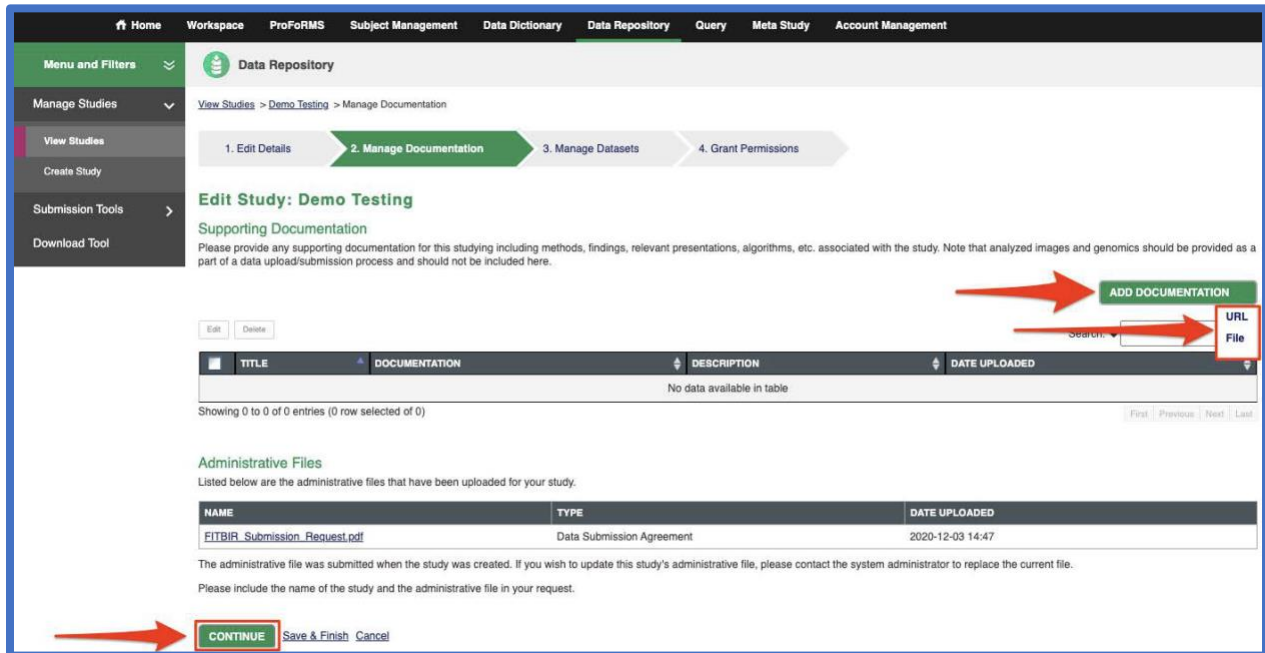
The screenshot displays the 'Edit Study' page for 'Auto Repo Study 868'. The interface includes a top navigation bar with options like Home, Workspace, ProFoRMS, Subject Management, Data Dictionary, Data Repository, Query, Meta Study, and Account Management. A left sidebar contains 'Menu and Filters' and 'Manage Studies'. The main content area shows the study details form with fields for Title, Abstract, Aims, Recruitment Status, Study Type(s), Control Group, Intervention, Therapeutic Agent, Therapy Type, Therapeutic Target, Model Name, Model Type, and Study URL. Below the form are two tables: 'FDA Clinical Trial Table' and 'Clinical Trial ID Table'. At the bottom, there are expandable sections for 'Study Research Management', 'Study Information', 'Study Form Structure', and 'Study Keywords and Labels'. A red arrow points to the '+' icon next to 'Study Research Management'.

5. Click the Continue button at the bottom of the page when complete.



The screenshot shows the 'Edit Study: Demo Testing' page in the BRICS Data Repository. The page is divided into a top navigation bar, a left sidebar, and a main content area. The top navigation bar includes links for Home, Workspace, ProFoRMS, Subject Management, Data Dictionary, Data Repository (active), Query, Meta Study, and Account Management. The left sidebar contains 'Menu and Filters', 'Manage Studies', 'View Studies', 'Create Study', 'Submission Tools', and 'Download Tool'. The main content area features a progress bar with four steps: '1. Edit Details' (active), '2. Manage Documentation', '3. Manage Datasets', and '4. Grant Permissions'. Below the progress bar, the title 'Edit Study: Demo Testing' is displayed, followed by instructions: 'Edit the details of your study below. On the following pages, you may manage documentation, datasets, and permissions. Fields marked with a * are required. You will not be able to submit your study for approval until all required fields are answered.' The 'Study Overview' section contains various form fields: 'Study ID: FITBIR-STUDY0000266', 'Title * : Demo Testing', 'Abstract * : Demo testing', 'Aims :', 'Recruitment Status : - Select One -', 'Study Type(s) * : Natural History', 'Control Group : - Select One -', 'Intervention : - Select One -', 'Therapeutic Agent :', 'Therapy Type :', 'Therapeutic Target :', 'Model Name :', 'Model Type :', and 'Study URL :'. A 'Study Picture File' section includes a 'Browse...' button and the text 'No file selected. Only JPEG or PNG File format, with preferred image size 200 x 160.' Below this is a 'Clinical Trial ID Table' with 'Add to Table', 'Edit', and 'Delete' buttons, a search field, and a table header 'CLINICAL TRIAL ID'. The table body is empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries (0 row selected of 0)'. At the bottom, there are expandable sections for '+ Study Research Management', '+ Study Information', '+ Study Form Structure', and '+ Study Keywords and Labels'. A red arrow points to a 'CONTINUE' button, which is accompanied by 'Save & Finish' and 'Cancel' options.

6. **Manage Documentation:** Click the **“Add Documentation”** button to select the desired file or URL to upload. Click the **“Continue”** button.



Home | **Workspace** | **ProFoRMS** | **Subject Management** | **Data Dictionary** | **Data Repository** | **Query** | **Meta Study** | **Account Management**

Menu and Filters > **Data Repository**

Manage Studies > View Studies > Demo Testing > Manage Documentation

1. Edit Details | **2. Manage Documentation** | 3. Manage Datasets | 4. Grant Permissions

Edit Study: Demo Testing

Supporting Documentation

Please provide any supporting documentation for this studying including methods, findings, relevant presentations, algorithms, etc. associated with the study. Note that analyzed images and genomics should be provided as a part of a data upload/submission process and should not be included here.

ADD DOCUMENTATION

Search: URL File

TITLE	DOCUMENTATION	DESCRIPTION	DATE UPLOADED
No data available in table			

Showing 0 to 0 of 0 entries (0 row selected of 0)

Administrative Files

Listed below are the administrative files that have been uploaded for your study.

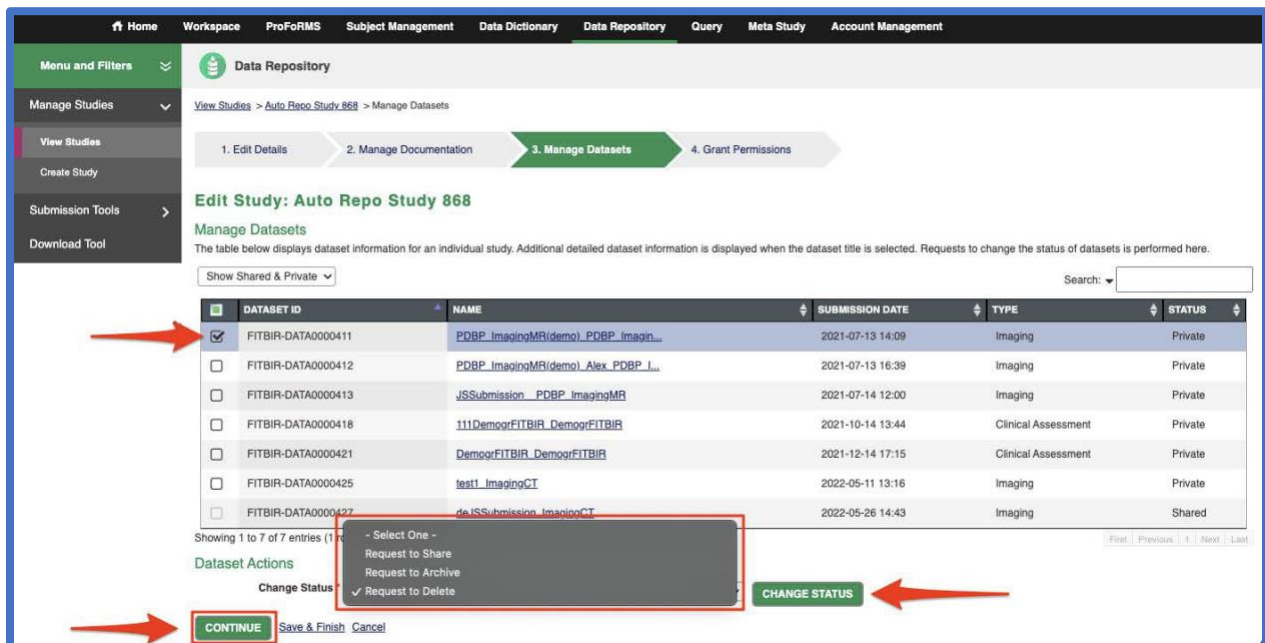
NAME	TYPE	DATE UPLOADED
FITBIR_Submission_Request.pdf	Data Submission Agreement	2020-12-03 14:47

The administrative file was submitted when the study was created. If you wish to update this study's administrative file, please contact the system administrator to replace the current file.

Please include the name of the study and the administrative file in your request.

CONTINUE | Save & Finish | Cancel

7. **Manage Datasets:** In the table below, the dataset information for an individual study is displayed when the dataset title is selected. You may request change to the status of datasets from here by selecting the drop-down menu beside **“Change Status”** to select a Dataset. Click the Continue button.



Home | **Workspace** | **ProFoRMS** | **Subject Management** | **Data Dictionary** | **Data Repository** | **Query** | **Meta Study** | **Account Management**

Menu and Filters > **Data Repository**

Manage Studies > View Studies > Auto Repo Study 868 > Manage Datasets

1. Edit Details | 2. Manage Documentation | **3. Manage Datasets** | 4. Grant Permissions

Edit Study: Auto Repo Study 868

Manage Datasets

The table below displays dataset information for an individual study. Additional detailed dataset information is displayed when the dataset title is selected. Requests to change the status of datasets is performed here.

Show Shared & Private

DATASET ID	NAME	SUBMISSION DATE	TYPE	STATUS
<input checked="" type="checkbox"/> FITBIR-DATA0000411	PDBP_ImagingMR(demo)_PDBP_Imagin...	2021-07-13 14:09	Imaging	Private
<input type="checkbox"/> FITBIR-DATA0000412	PDBP_ImagingMR(demo)_Alex_PDBP_I...	2021-07-13 16:39	Imaging	Private
<input type="checkbox"/> FITBIR-DATA0000413	JSSubmission_PDBP_ImagingMR	2021-07-14 12:00	Imaging	Private
<input type="checkbox"/> FITBIR-DATA0000418	111DemogrFITBIR_DemogrFITBIR	2021-10-14 13:44	Clinical Assessment	Private
<input type="checkbox"/> FITBIR-DATA0000421	DemogrFITBIR_DemogrFITBIR	2021-12-14 17:15	Clinical Assessment	Private
<input type="checkbox"/> FITBIR-DATA0000425	test1_ImagingCT	2022-05-11 13:16	Imaging	Private
<input type="checkbox"/> FITBIR-DATA0000427	deJSSubmission_ImagingCT	2022-05-26 14:43	Imaging	Shared

Showing 1 to 7 of 7 entries (1 selected)

Dataset Actions

Change Status

- Select One -
Request to Share
Request to Archive
Request to Delete

CHANGE STATUS

CONTINUE | Save & Finish | Cancel

- In the **Grant Permissions** section, individual access to the study profile and datasets can be granted to users during submission. The different permissions are Read, Write, and Admin. Other users will have Read access once the datasets have been shared.

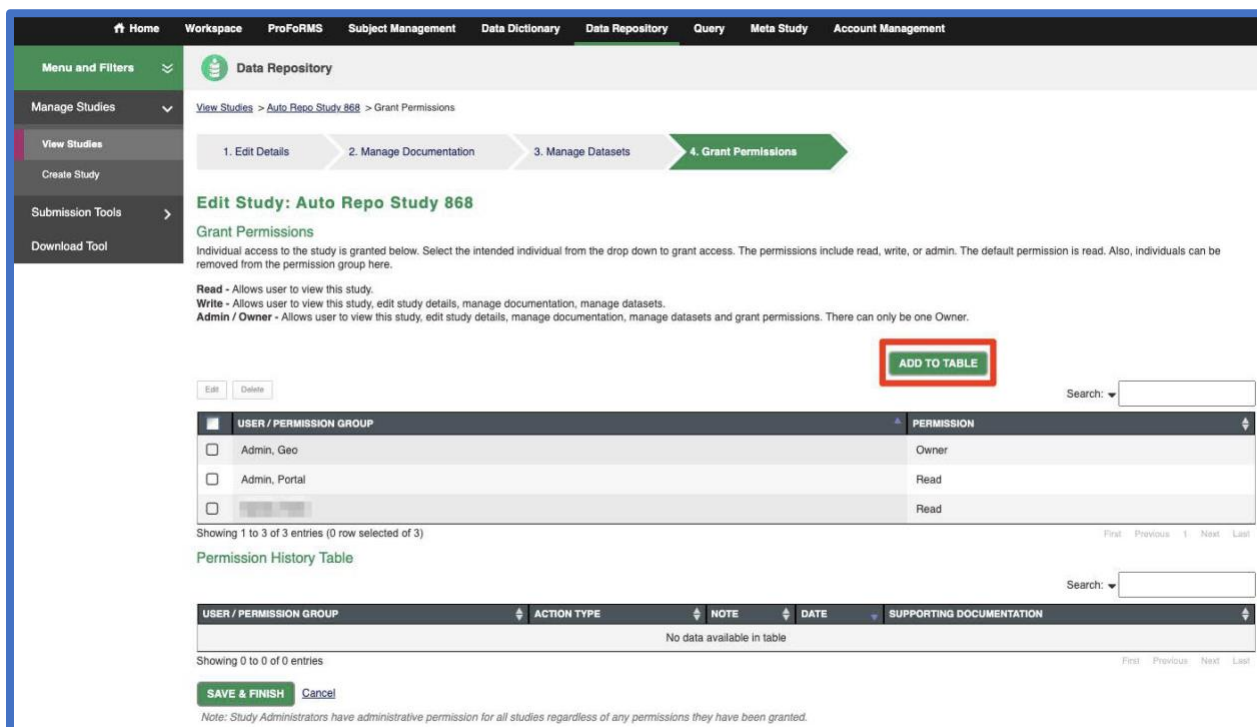
Below are the descriptions for the different permissions:

Read - Allows user to view this study.

Write - Allows user to view this study, edit study details, manage documentation, and manage datasets.

Admin / Owner - Allows user to view this study, edit study details, manage documentation, manage datasets and grant permissions. There can only be one Owner.

To grant access to study team members to the study profile and datasets, click on the **“Add to Table”** button.

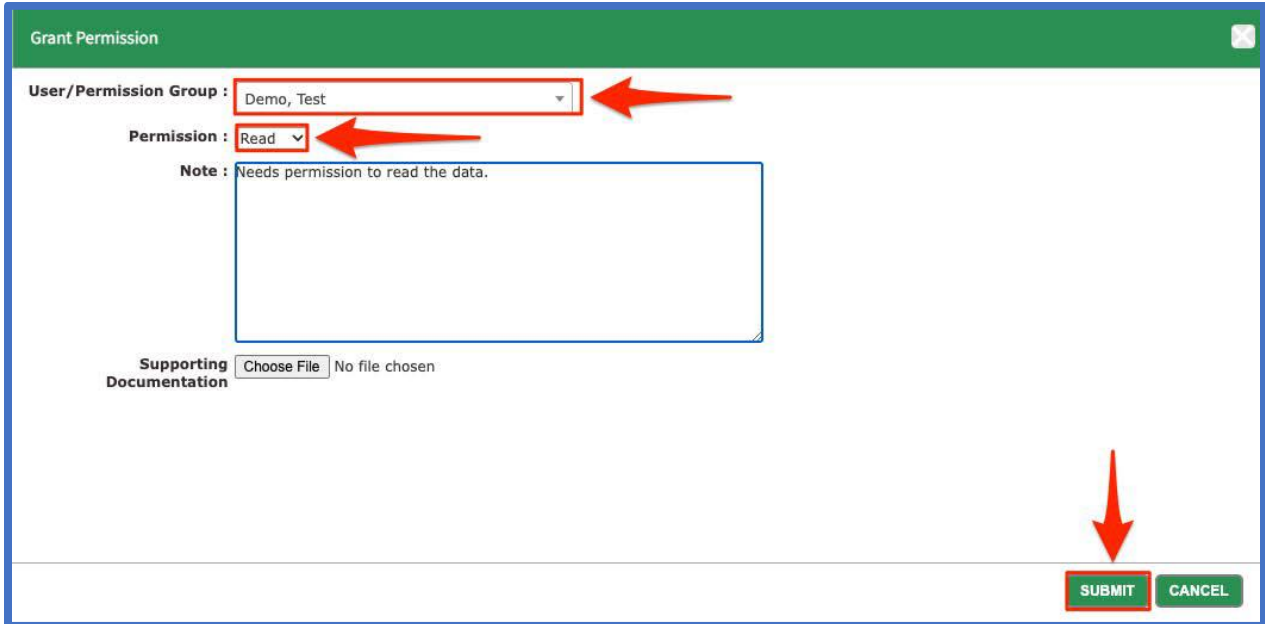


The screenshot shows the 'Grant Permissions' section of the BRICS Data Repository. The breadcrumb trail is 'View Studies > Auto Repo Study 868 > Grant Permissions'. A progress bar indicates the current step is '4. Grant Permissions'. The main heading is 'Edit Study: Auto Repo Study 868' with a sub-heading 'Grant Permissions'. Below this, there is explanatory text and definitions for 'Read', 'Write', and 'Admin / Owner' permissions. A table lists existing permissions for 'Admin, Geo' (Owner), 'Admin, Portal' (Read), and a third entry (Read). A red box highlights the 'ADD TO TABLE' button. Below the table is a 'Permission History Table' which is currently empty. At the bottom, there are 'SAVE & FINISH' and 'Cancel' buttons, and a note: 'Note: Study Administrators have administrative permission for all studies regardless of any permissions they have been granted.'

USER / PERMISSION GROUP	PERMISSION
<input type="checkbox"/> Admin, Geo	Owner
<input type="checkbox"/> Admin, Portal	Read
<input type="checkbox"/> [Redacted]	Read

USER / PERMISSION GROUP	ACTION TYPE	NOTE	DATE	SUPPORTING DOCUMENTATION
No data available in table				

9. Select a username/permission group from the drop-down list. Select the permission access for the user(s).
Click Choose File button to select the supporting documentation to upload. Click **“Submit”**.
NOTE: Study Administrators have administrative permissions for ALL studies regardless of any permissions they have been granted.



Grant Permission

User/Permission Group : Demo, Test

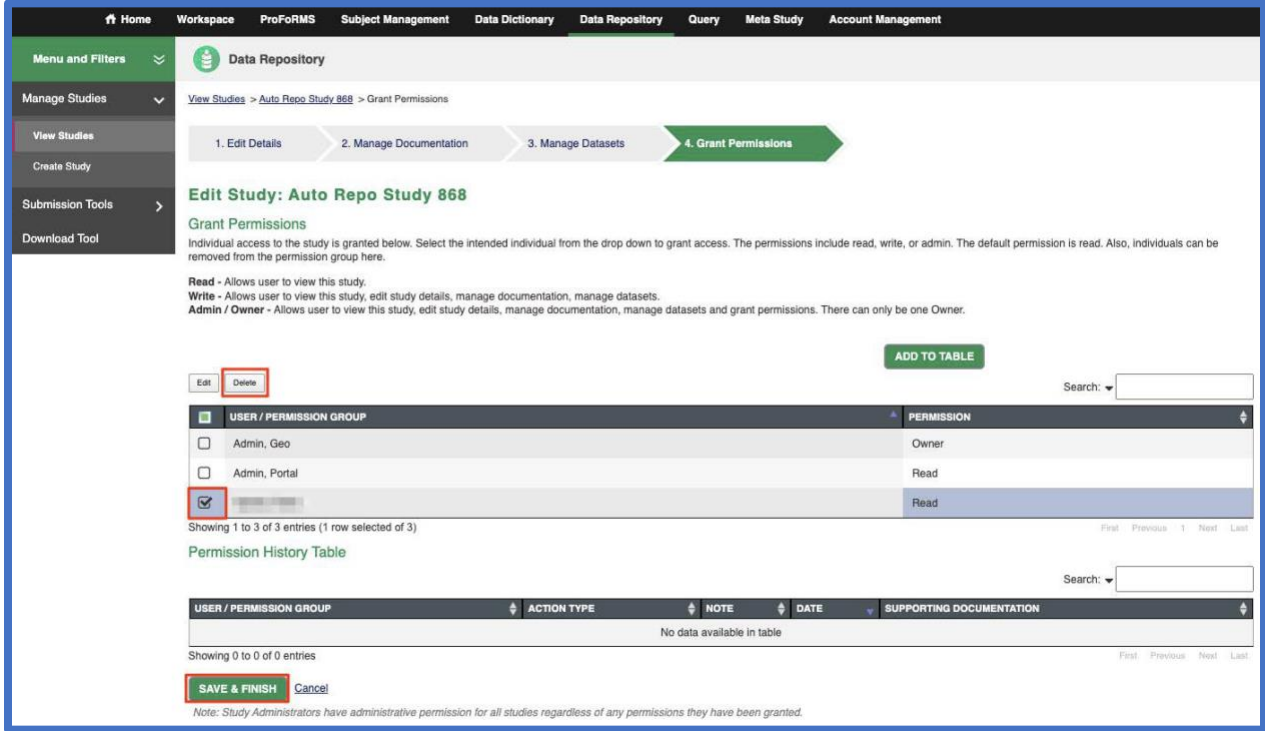
Permission : Read

Note : Needs permission to read the data.

Supporting Documentation Choose File No file chosen

SUBMIT CANCEL

To remove users from the study profile, choose the user/permission group and click Delete. Click Save & Finish to complete the process:



The screenshot shows the 'Grant Permissions' page for 'Auto Repo Study 868'. The breadcrumb trail is 'View Studies > Auto Repo Study 868 > Grant Permissions'. A progress bar indicates the current step is '4. Grant Permissions'. The page title is 'Edit Study: Auto Repo Study 868' and the sub-section is 'Grant Permissions'. Below the title, there is explanatory text and a list of permissions: 'Read', 'Write', and 'Admin / Owner'. A table below lists the current permissions granted to various user groups. The 'Delete' button is highlighted with a red box. The 'Permission History Table' below it shows no data.

USER / PERMISSION GROUP	PERMISSION
<input type="checkbox"/> Admin, Geo	Owner
<input type="checkbox"/> Admin, Portal	Read
<input checked="" type="checkbox"/> [Redacted]	Read

Showing 1 to 3 of 3 entries (1 row selected of 3)

USER / PERMISSION GROUP	ACTION TYPE	NOTE	DATE	SUPPORTING DOCUMENTATION
No data available in table				

Showing 0 to 0 of 0 entries

SAVE & FINISH Cancel

Note: Study Administrators have administrative permission for all studies regardless of any permissions they have been granted.

10. After clicking **Save & Finish**, you will be taken to the **Study Overview Page**.