



5

# BRICS USER GUIDE

---

## Data Repository



## CHAPTER 5 - Data Repository

---

**T**

he **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.

This module works in closely related to the Meta Study, which supports the long-term storage and organization of research data within the BRICS system.

### 5.1 Data Repository Objective

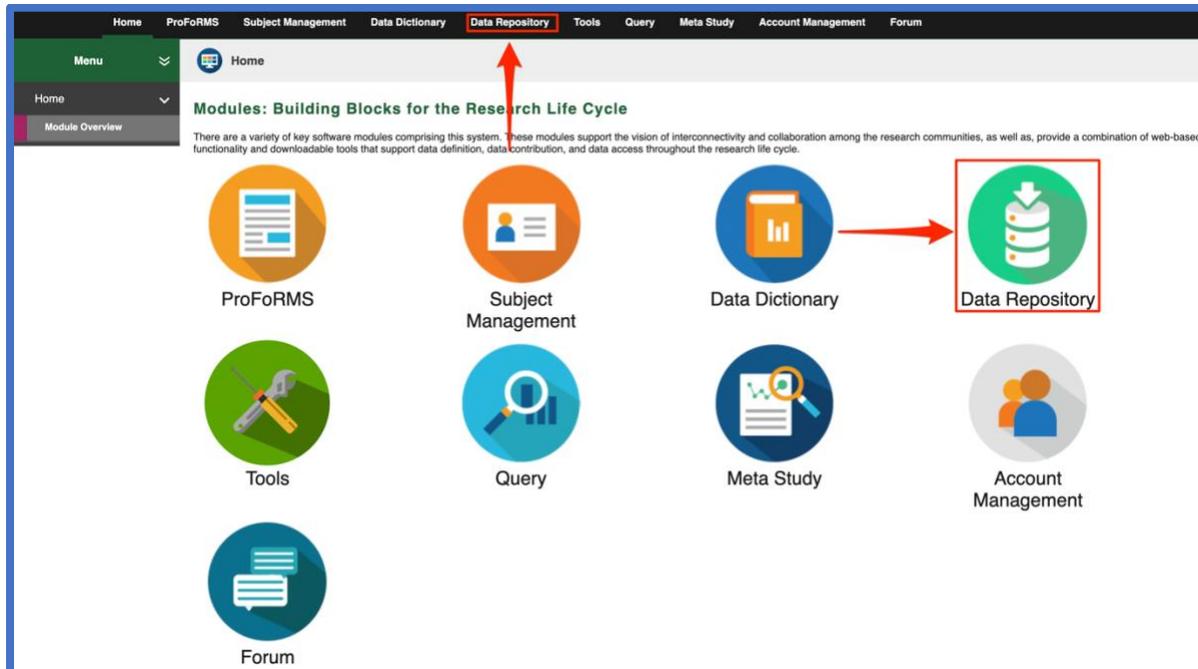
The **Data Repository** provides useful features for:

- Manage Studies
  - View Studies
  - Search Studies
  - Filter Studies Based on Selected Criteria
  - Create a Study
  - Edit a Study
- **Tools:** The Submission Tool, Image Packaging Tool, and Download Tool are integrated within the Data Repository module. For detailed information, please refer to Chapter 9 (Image Packaging Tool), Chapter 10 (Data Validation), and Chapter 11 (Download Tool).

## 5.2 Module Navigation

The **Data Repository** module (including sub-modules) is 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.



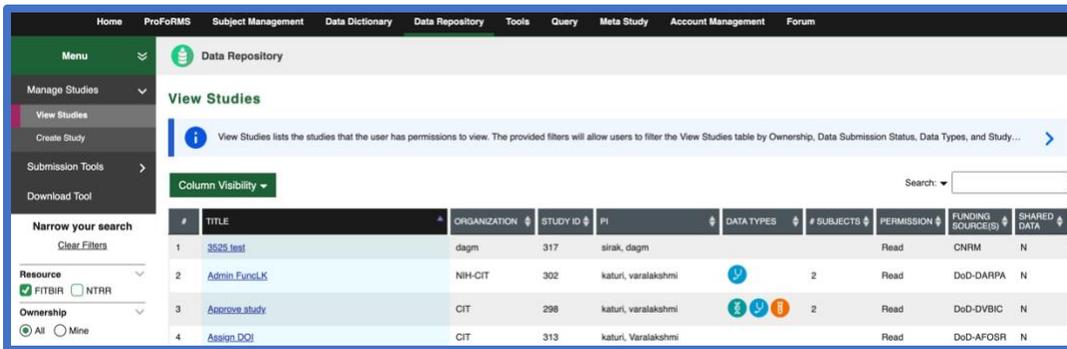
### 5.2.1 View Studies

The **View Studies** page displays all the studies the user has permission to view. Users can filter the list using options such as **Ownership, Studies, Data Types and Study Types**.

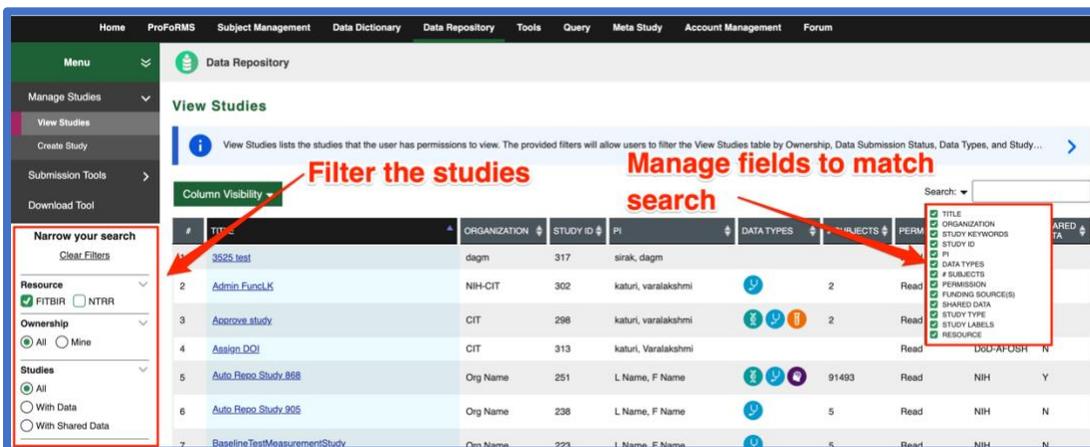
A search capability is also available, allowing users to search across multiple fields. Click inside the Search box to view a list of all searchable fields.

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

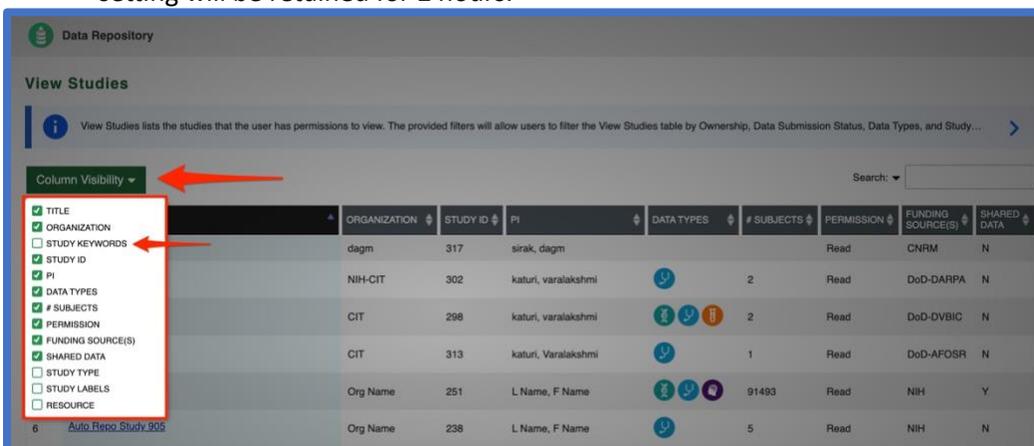
1. Open the **Data Repository**. When opening the Data Repository page, you will be taken to the view studies page.



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



3. To display or hide columns, use the Column Visibility filter. The hidden columns preference setting will be retained for 2 hours.

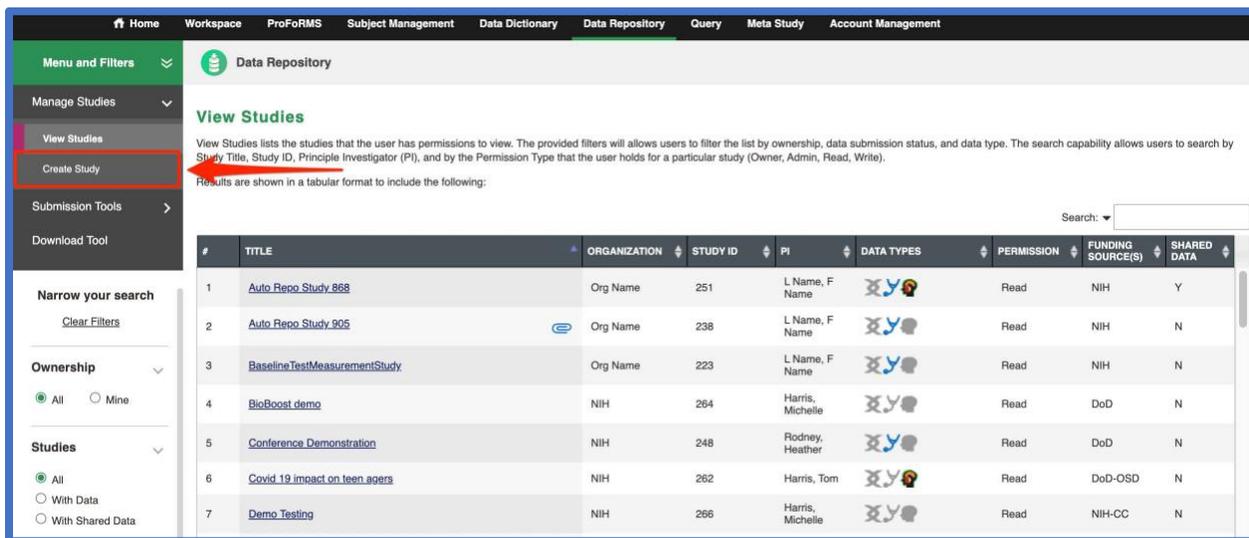


## 5.2.2 Create Study

The **Create Study** feature allows authorized users to create a study by entering the relevant information requested and submitting the request. This request is reviewed by a BRICS Systems Administrator. Once approved, 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”**.



The screenshot shows the BRICS Data Repository interface. The top navigation bar includes Home, Workspace, ProFoRMS, Subject Management, Data Dictionary, **Data Repository**, Query, Meta Study, and Account Management. The left sidebar contains a 'Menu and Filters' section with options: Manage Studies, View Studies, **Create Study** (highlighted with a red box and arrow), Submission Tools, and Download Tool. Below this is a 'Narrow your search' section with 'Clear Filters' and filters for Ownership (All, Mine) and Studies (All, With Data, With Shared Data). The main content area is titled 'View Studies' and contains a table of study records.

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

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

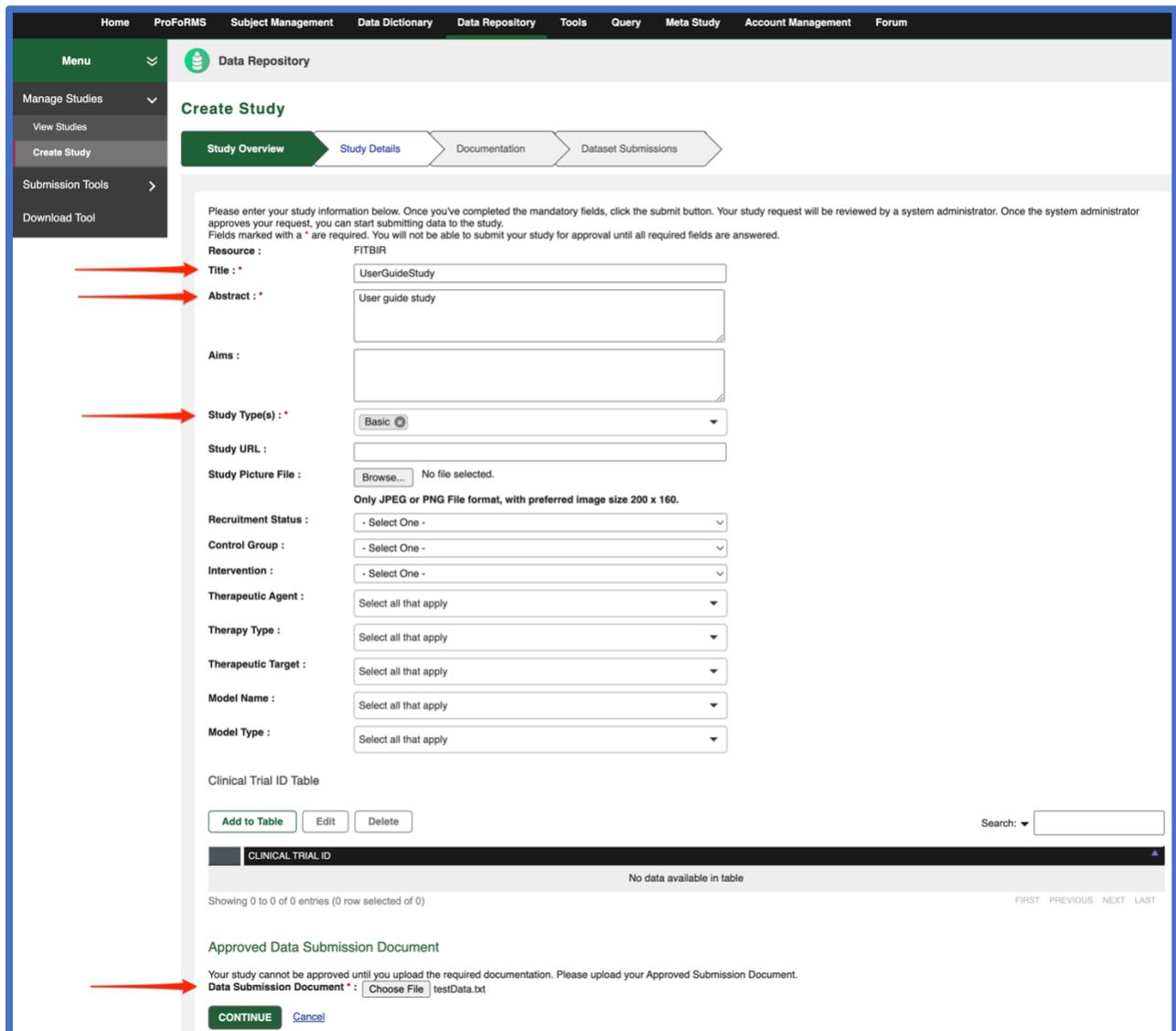
- Title\*
- Abstract\*
- Aims
- Recruitment Status
- Study Type(s)\*
- Other Study Type:
- Control Group
- Intervention
- Therapeutic Agent
- Therapy Type
- Therapeutic Target
- Model Name
- Model Type
- Study URL
- Study Picture File: Click Browse... to select a JPEG or PNG file.
- Clinical Trial ID: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

**Study Details** - 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
- 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

- **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.

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



Home ProFoRMS Subject Management Data Dictionary Data Repository Tools Query Meta Study Account Management Forum

Menu

- Manage Studies
  - View Studies
  - Create Study
- Submission Tools
- Download Tool

Data Repository

### Create Study

Study Overview Study Details Documentation Dataset Submissions

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.

Resource : FITBIR

Title : \*

Abstract : \*

Aims :

Study Type(s) : \*

Study URL :

Study Picture File :  No file selected.  
Only JPEG or PNG File format, with preferred image size 200 x 160.

Recruitment Status :

Control Group :

Intervention :

Therapeutic Agent :

Therapy Type :

Therapeutic Target :

Model Name :

Model Type :

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

Approved Data Submission Document

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

Data Submission Document \* :  testData.txt

Home ProFORMS Subject Management Data Dictionary Data Repository Tools Query Meta Study Account Management Forum

Menu

Manage Studies

View Studies

Create Study

Submission Tools

Download Tool

Data Repository

### Create Study

Study Overview
Study Details
Documentation
Dataset Submissions

#### Study Research Management

Add to Table Edit Delete
Search:

| ROLES                 | FULL NAME                      | E-MAIL        | ORGANIZATION                 | ORCID |
|-----------------------|--------------------------------|---------------|------------------------------|-------|
| <input type="radio"/> | Primary Principal Investigator | John Doe      | jdoe@jdoe.com                | JOD   |
| <input type="radio"/> | Data Manager                   | Patrick Smith | jpatrickrutherford@yahoo.com | BRICS |

Showing 1 to 2 of 2 entries (0 row selected of 2) FIRST PREVIOUS 1 NEXT LAST

#### Study Information

Start Date : \*

End Date : \*

Estimated Number of Subjects :

Funding Source(s) : \*

NIH-NEI

Funding Amount :

#### Site Table \*

Add to Table Edit Delete
Search:

| SITE NAME             | ADDRESS                        | CITY | STATE | COUNTRY | PHONE NUMBER |
|-----------------------|--------------------------------|------|-------|---------|--------------|
| <input type="radio"/> | User Guide Test Site (Primary) |      |       |         |              |

Showing 1 to 1 of 1 entries (0 row selected of 1) FIRST PREVIOUS 1 NEXT LAST

#### Grant Table

Add to Table Edit Delete
Search:

| GRANT/PROJECT ID           | GRANT/PROJECT NAME | GRANT/PROJECT FUNDER NAME |
|----------------------------|--------------------|---------------------------|
| No data available in table |                    |                           |

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

ADD KEYWORD

Sort By

Name
  Frequency

Available Keywords

Food (1)

Keyword (2)

Keyword2 (1)

LEIA (4)

submission (3)

test (2)

testing (3)

<<

>>

Current Keywords

Associate Labels

Filter Labels :

ADD LABEL

Sort By

Name
  Frequency

Available Labels

test (2)

testing (3)

Label (2)

FoodImpact (1)

LEIA (3)

Label2 (1)

<<

>>

Current Labels

SUBMIT REQUEST
CANCEL

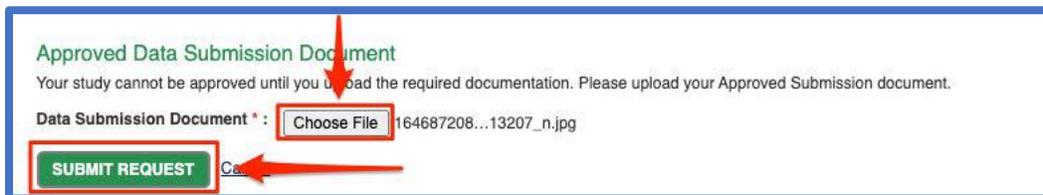
Create Primary Principal Investigator

Create Primary Test Site

**Documentation:**

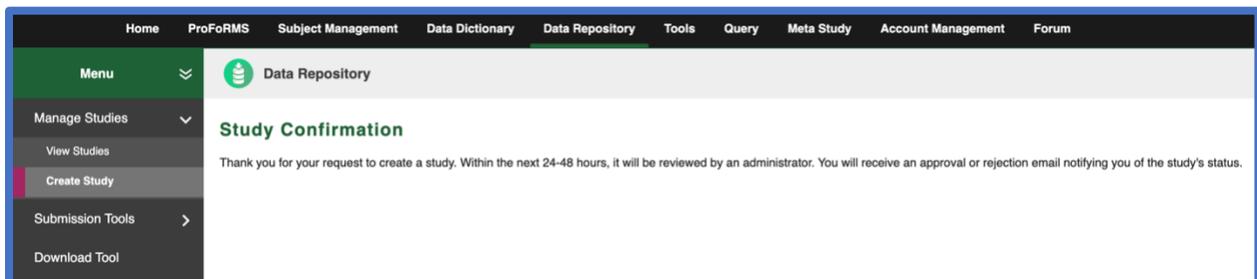
- **Approved Data Submission Document\***: Uploading your Approved Submission document is required for study approval. To upload: Click **“Choose File”** to browse your computer and select the document.
3. **Submit Request:** After completing all required fields and uploading the necessary documentation, click the **“Submit Request”** button.

**NOTE:** Your study cannot be approved if the data submission document is not uploaded. Please make sure you upload your data submission document.



4. **Confirmation and Review:** Once all required information is provided and the request is submitted, you will see a confirmation message indicating that you have requested to create a study.

**NOTE:** Your request to create a study will be reviewed by a BRICS administrator. You will receive an email notification once the study is either approved or rejected.



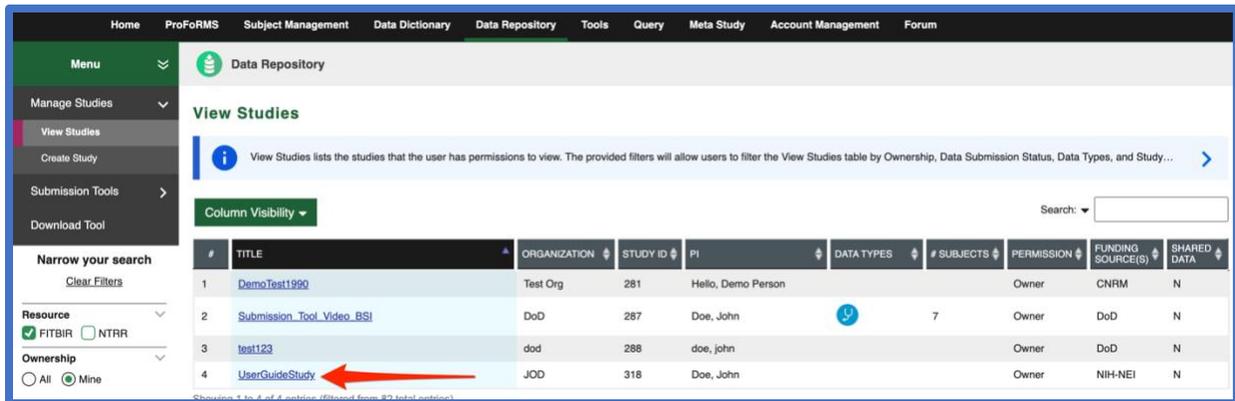
## 5.2.3 Edit Studies

The **Edit Studies** function allows authorized users to edit studies they have permission to access.

**To Edit Studies in Data Repository:** Perform the following actions:

1. Open the **Data Repository** module. 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 quickly find your study.



Home ProFORMS Subject Management Data Dictionary **Data Repository** Tools Query Meta Study Account Management Forum

**Menu**

- Manage Studies
  - View Studies
  - Create Study
- Submission Tools
  - Download Tool

**Narrow your search**

Clear Filters

**Resource**

FITBIR  NTRR

**Ownership**

All  Mine

**Data Repository**

**View Studies**

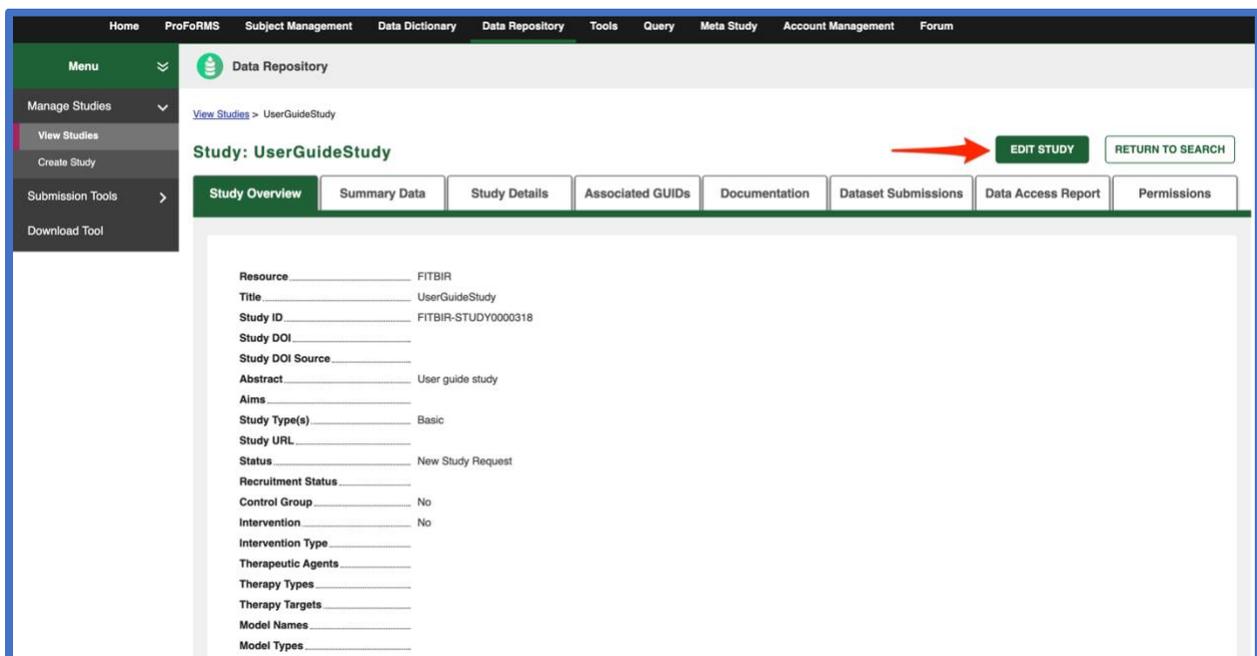
View Studies lists the studies that the user has permissions to view. The provided filters will allow users to filter the View Studies table by Ownership, Data Submission Status, Data Types, and Study...

Column Visibility Search:

| # | TITLE                     | ORGANIZATION | STUDY ID | PI                 | DATA TYPES | # SUBJECTS | PERMISSION | FUNDING SOURCE(S) | SHARED DATA |
|---|---------------------------|--------------|----------|--------------------|------------|------------|------------|-------------------|-------------|
| 1 | DemoTest1990              | Test Org     | 281      | Hello, Demo Person |            |            | Owner      | CNRM              | N           |
| 2 | Submission Tool Video BSI | DoD          | 287      | Doe, John          |            | 7          | Owner      | DoD               | N           |
| 3 | test123                   | dod          | 288      | doe, john          |            |            | Owner      | DoD               | N           |
| 4 | UserGuideStudy            | JOD          | 318      | Doe, John          |            |            | Owner      | NIH-NEI           | N           |

Showing 4 to 4 of 4 entries (filtered from 22 total entries)

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



Home ProFORMS Subject Management Data Dictionary **Data Repository** Tools Query Meta Study Account Management Forum

**Menu**

- Manage Studies
  - View Studies
  - Create Study
- Submission Tools
  - Download Tool

**Data Repository**

View Studies > UserGuideStudy

**Study: UserGuideStudy**

[EDIT STUDY](#) [RETURN TO SEARCH](#)

**Study Overview** Summary Data Study Details Associated GUIDs Documentation Dataset Submissions Data Access Report Permissions

Resource: FITBIR

Title: UserGuideStudy

Study ID: FITBIR-STUDY0000318

Study DOI:

Study DOI Source:

Abstract: User guide study

Aims:

Study Type(s): Basic

Study URL:

Status: New Study Request

Recruitment Status:

Control Group: No

Intervention: No

Intervention Type:

Therapeutic Agents:

Therapy Types:

Therapy Targets:

Model Names:

Model Types:

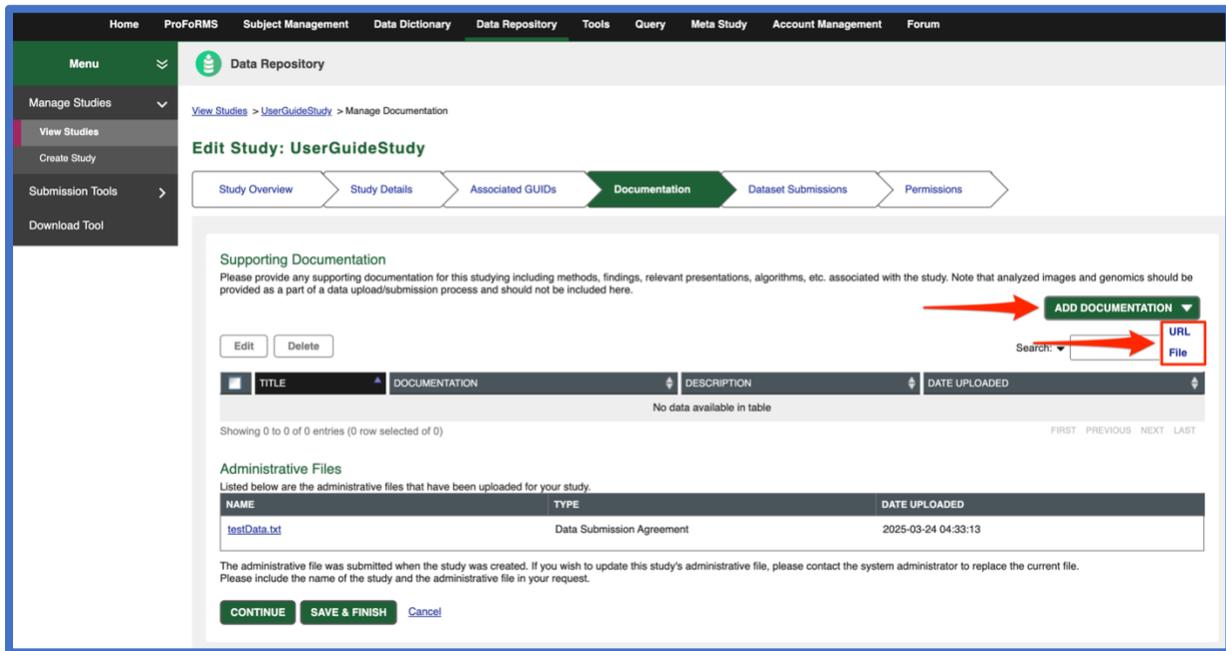
4. **Edit Study Details:** Use the chevrons to explore the various sections of the study, including:

- **Study Overview**
- **Study Details**
- **Associated GUIDs**
- **Documentation**
- **Dataset Submissions**

These sections allow you to update study information, manage **documentation and datasets**, and **adjust 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 completed.

- Click the Continue button at the bottom of the page once you have finished making changes to your study.
- Manage Documentation:** Click the **Add Documentation** button to upload the desired file(s) or enter a URL. Click the **Continue** button.



Home ProFORMS Subject Management Data Dictionary Data Repository Tools Query Meta Study Account Management Forum

Menu

- Manage Studies
- View Studies
- Create Study
- Submission Tools
- Download Tool

Data Repository

View Studies > UserGuideStudy > Manage Documentation

**Edit Study: UserGuideStudy**

Study Overview > Study Details > Associated GUIDs > **Documentation** > Dataset Submissions > Permissions

**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

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**

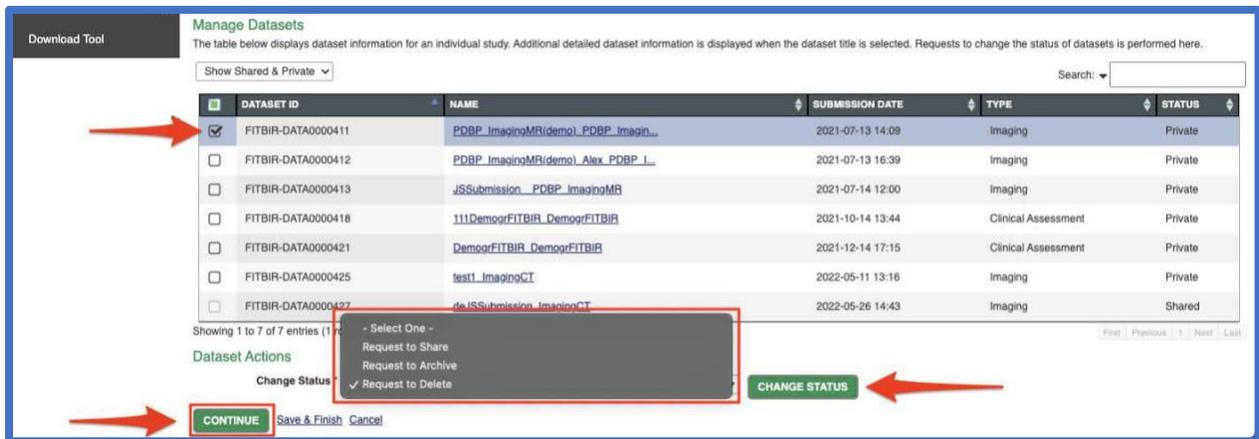
Listed below are the administrative files that have been uploaded for your study.

| NAME         | TYPE                      | DATE UPLOADED       |
|--------------|---------------------------|---------------------|
| testData.txt | Data Submission Agreement | 2025-03-24 04:33:13 |

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

- Dataset Submissions:** 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.



Download Tool

**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_ImagingMRI(demo)_PDBP_Imagin... | 2021-07-13 14:09 | Imaging             | Private |
| <input type="checkbox"/>            | FITBIR-DATA0000412 | PDBP_ImagingMRI(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

Change Status

CONTINUE Save & Finish Cancel

- Manage Permissions:** In the **Permissions** section, you can grant individual access to the study profile and datasets.. Permissions determine what level of access each user has. By default, other users will have Read access once the datasets have been shared.

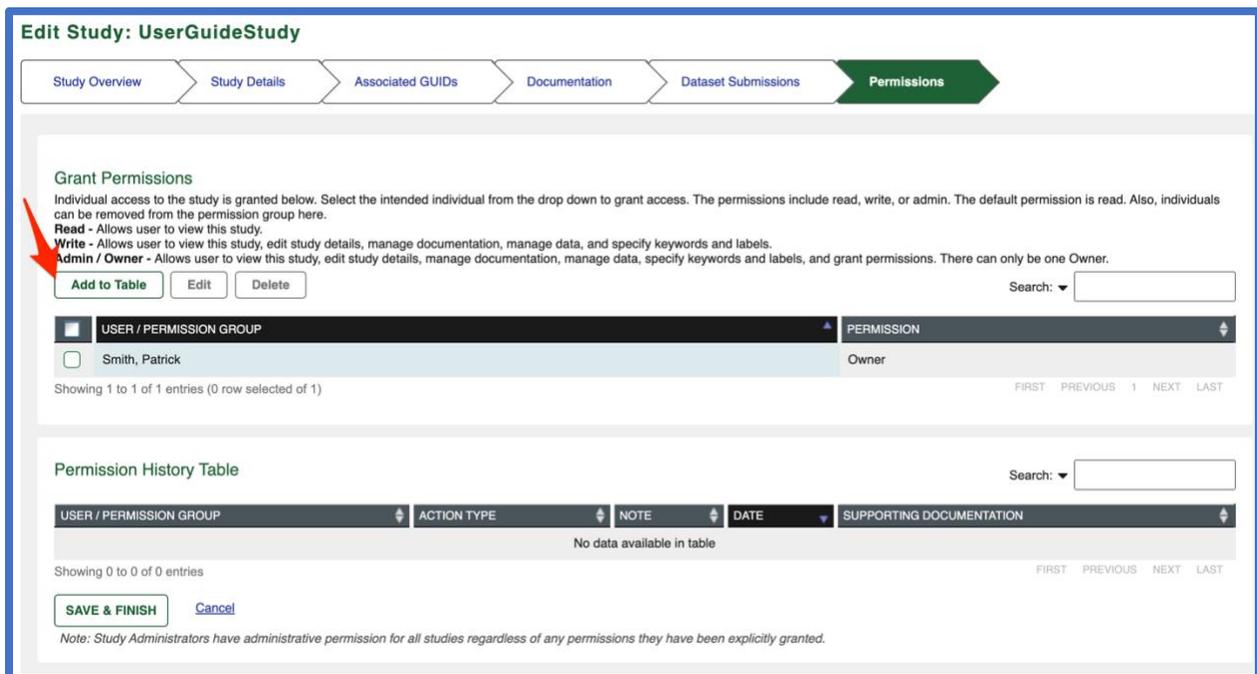
**Permission Levels:**

**Read** - Allows the user to view the study.

**Write** – Allows the user to view the study, edit study details, manage documentation, and manage datasets.

**Admin / Owner** - Allows user to view the study, edit study details, manage documentation, manage datasets and grant permissions to users. Note: Each study can have only one Owner.

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



**Edit Study: UserGuideStudy**

Study Overview > Study Details > Associated GUIDs > Documentation > Dataset Submissions > **Permissions**

**Grant Permissions**  
 Individual access to the study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.  
**Read** - Allows user to view this study.  
**Write** - Allows user to view this study, edit study details, manage documentation, manage data, and specify keywords and labels.  
**Admin / Owner** - Allows user to view this study, edit study details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

Search:

| USER / PERMISSION GROUP                 | PERMISSION |
|---|------------|
| <input type="checkbox"/> Smith, Patrick | Owner      |

Showing 1 to 1 of 1 entries (0 row selected of 1) FIRST PREVIOUS 1 NEXT LAST

**Permission History Table** Search:

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

Showing 0 to 0 of 0 entries FIRST PREVIOUS NEXT LAST

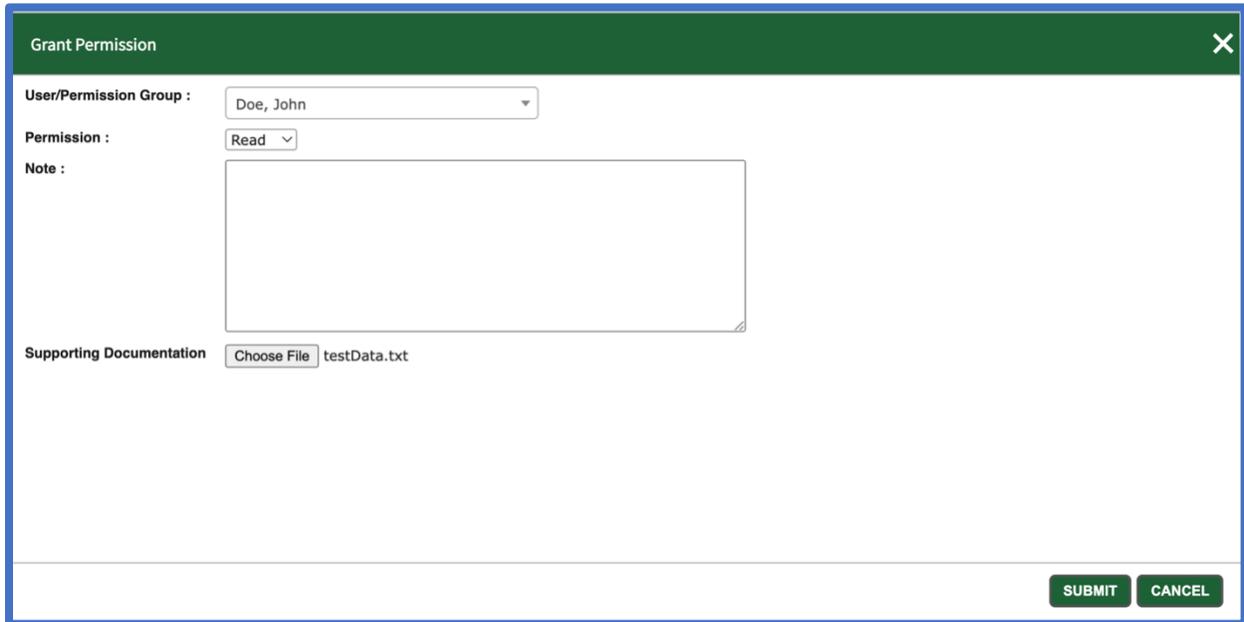
[Cancel](#)

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

9. Select the 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:** System Administrators have administrative permissions for ALL studies regardless of any permissions they have been granted.



The image shows a 'Grant Permission' dialog box with a dark green header and a white body. The dialog contains the following elements:

- User/Permission Group :** A dropdown menu with 'Doe, John' selected.
- Permission :** A dropdown menu with 'Read' selected.
- Note :** A large, empty text area.
- Supporting Documentation :** A 'Choose File' button followed by the text 'testData.txt'.
- Buttons:** 'SUBMIT' and 'CANCEL' buttons located at the bottom right of the dialog.

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

**Edit Study: UserGuideStudy**

Study Overview > Study Details > Associated GUIDs > Documentation > Dataset Submissions > **Permissions**

### Select the user(s) to remove

**Grant Permissions**  
 Individual access to the study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

**Read** - Allows user to view this study.  
**Write** - Allows user to view this study, edit study details, manage documentation, manage data, and specify keywords and labels.  
**Admin / Owner** - Allows user to view this study, edit study details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

Search:

|                                     | USER / PERMISSION GROUP | PERMISSION |
|-------------------------------------|-------------------------|------------|
| <input checked="" type="checkbox"/> | Doe, John               | Read       |
| <input type="checkbox"/>            | Smith, Patrick          | Owner      |

Showing 1 to 2 of 2 entries (1 row selected of 2) FIRST PREVIOUS 1 NEXT LAST

---

**Permission History Table** Search:

| USER / PERMISSION GROUP | ACTION TYPE | NOTE                               | DATE       | SUPPORTING DOCUMENTATION     |
|-------------------------|-------------|------------------------------------|------------|------------------------------|
| Doe, John               | READ        | access was given by Smith, Patrick | 03/24/2025 | <a href="#">testData.txt</a> |

Showing 1 to 1 of 1 entries FIRST PREVIOUS 1 NEXT LAST

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

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