BRICS

2

BRICS USER GUIDE

Meta Study

CHAPTER 8 - META STUDY

The **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

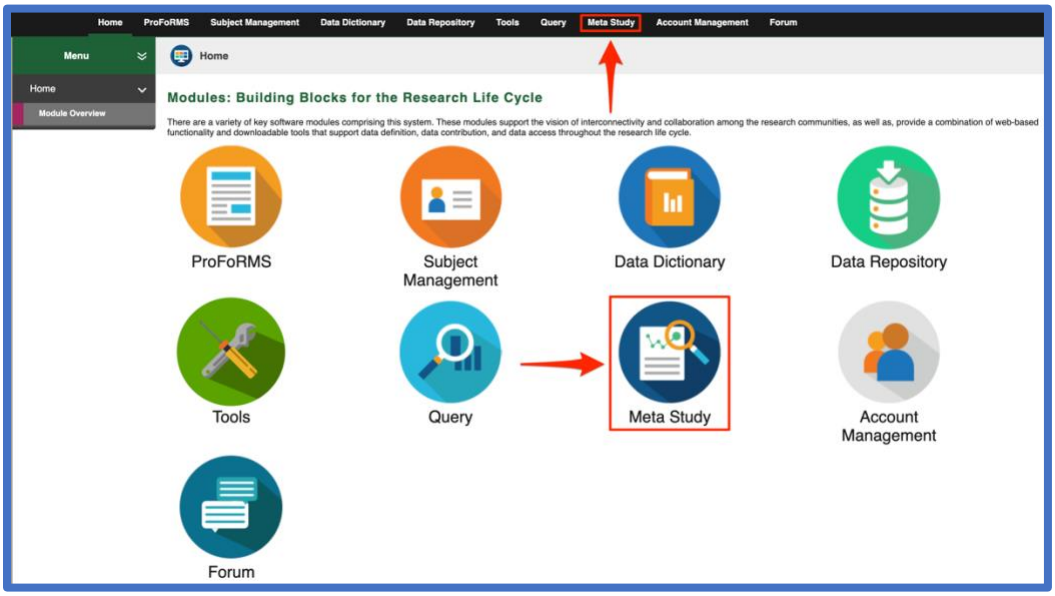
This chapter provides information for users on how to:

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

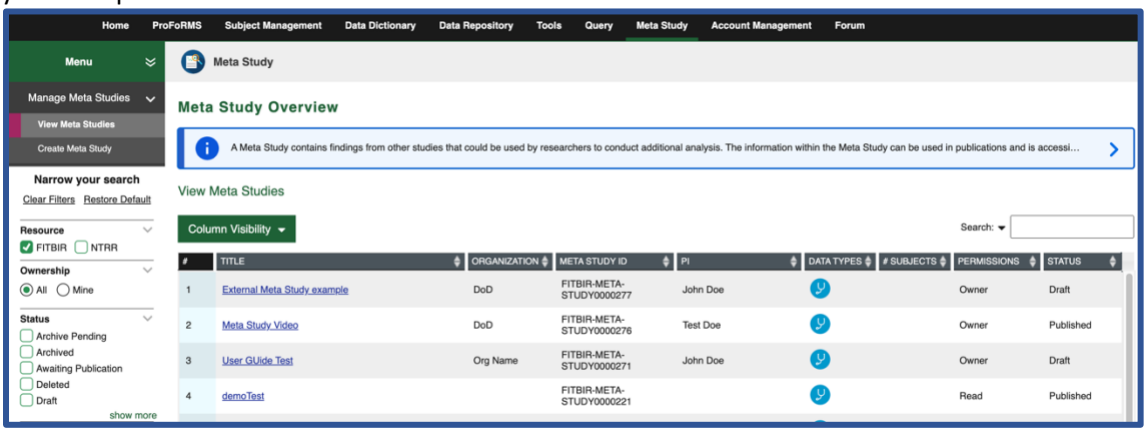
8.2 Module Navigation

To access the **Meta Study** module, perform the following actions:

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



2. The Meta Study Overview Screen displays the list of Meta Studies available in the System that you have permission to view.

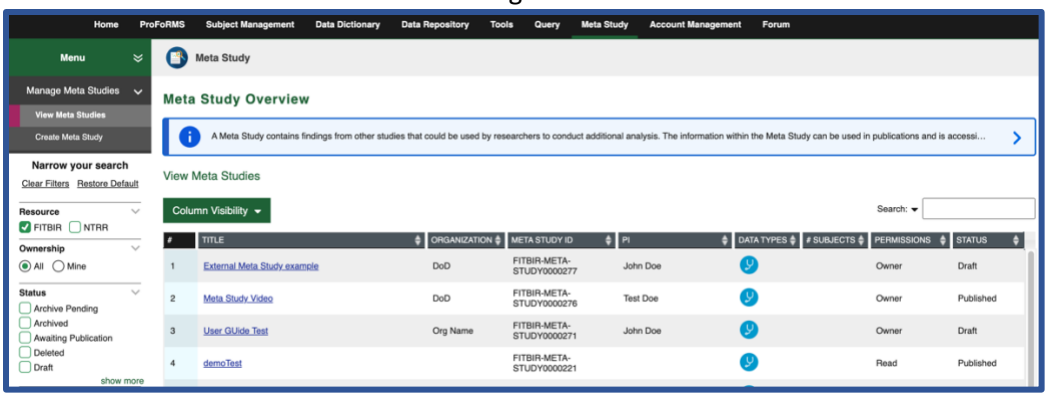


8.3 View Meta Study

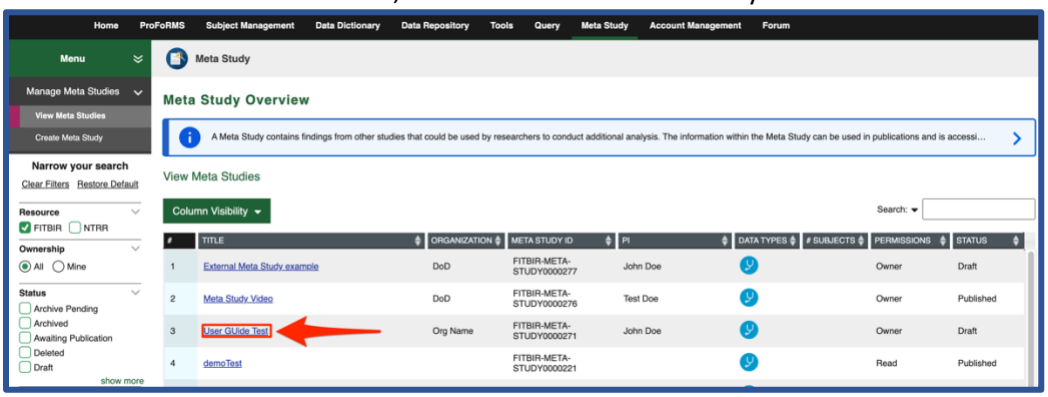
The **View Meta Studies** screen contains findings from other studies that could be used by researchers to conduct additional analysis. The information within the Meta Study is accessible by clicking on the name of the Meta Study from the list below.

To view Meta Study: Perform the following actions: NOTE: By opening the Meta Study tool, it will by default open the View Meta Studies page.

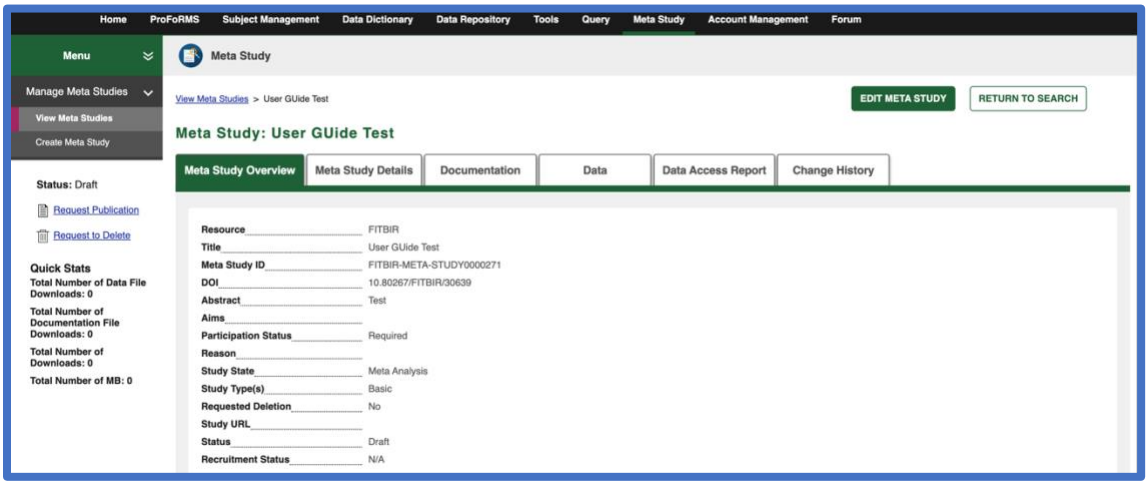
1. Click on the **View Meta Studies** in navigation bar on the left.



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



3. The Meta Study information appears.

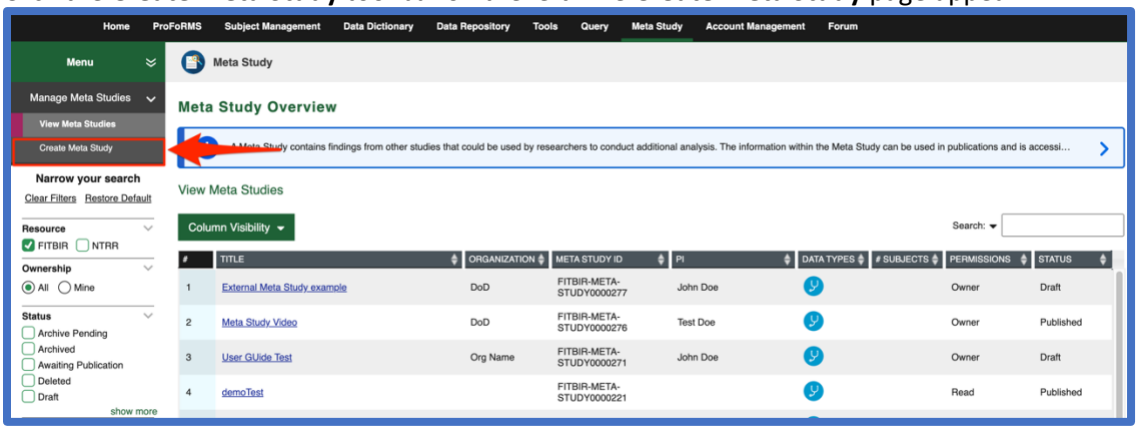


8.4 Create Meta Study

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.

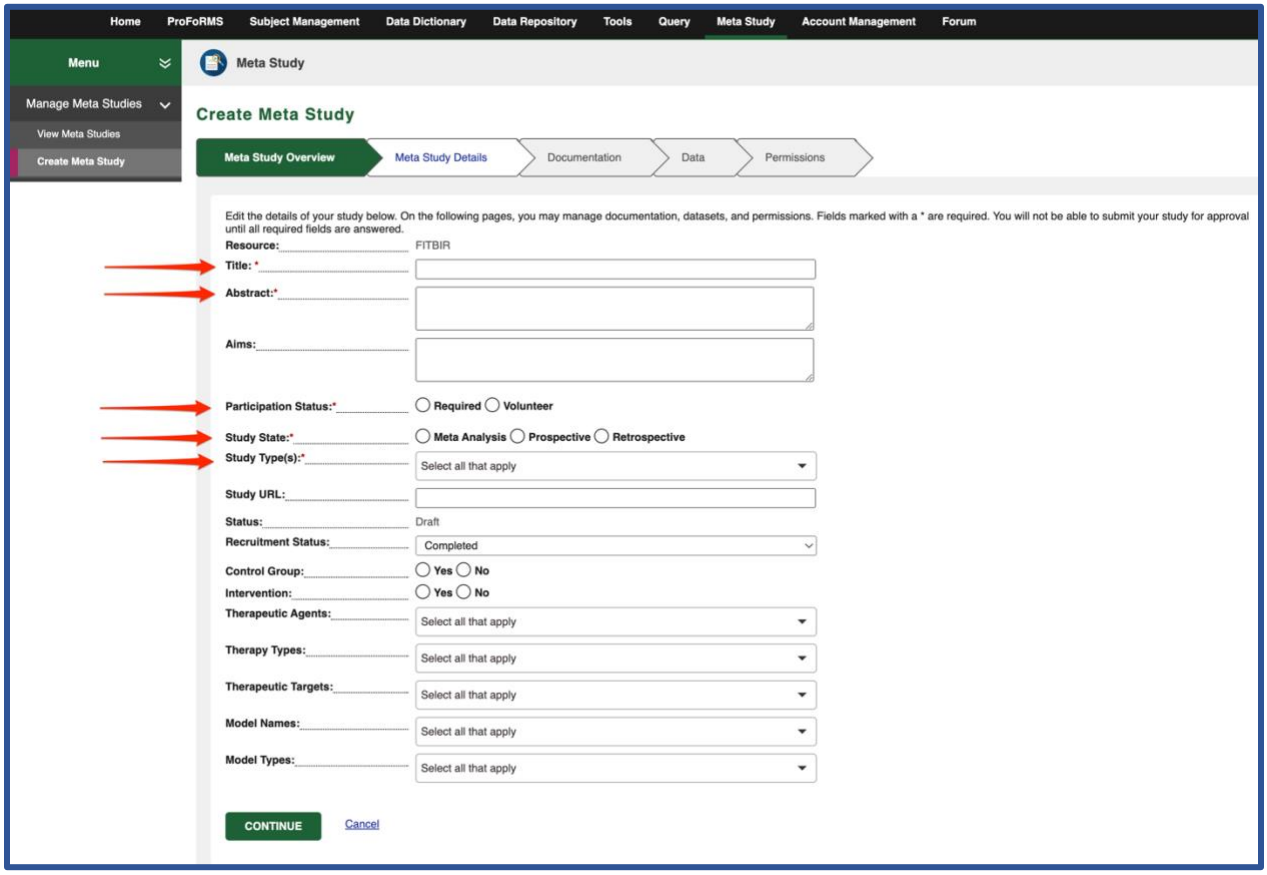
To create Meta Study: Perform the following actions:

1. Click the **Create Meta Study** tool bar on the left. The **Create Meta Study** page appear.



2. Enter the relevant information in all mandatory fields (mandatory fields are marked with *).
   Meta Study Overview mandator fields are listed as follows:
   Title, Abstract Participation Status, Study State, and Study Type(s).

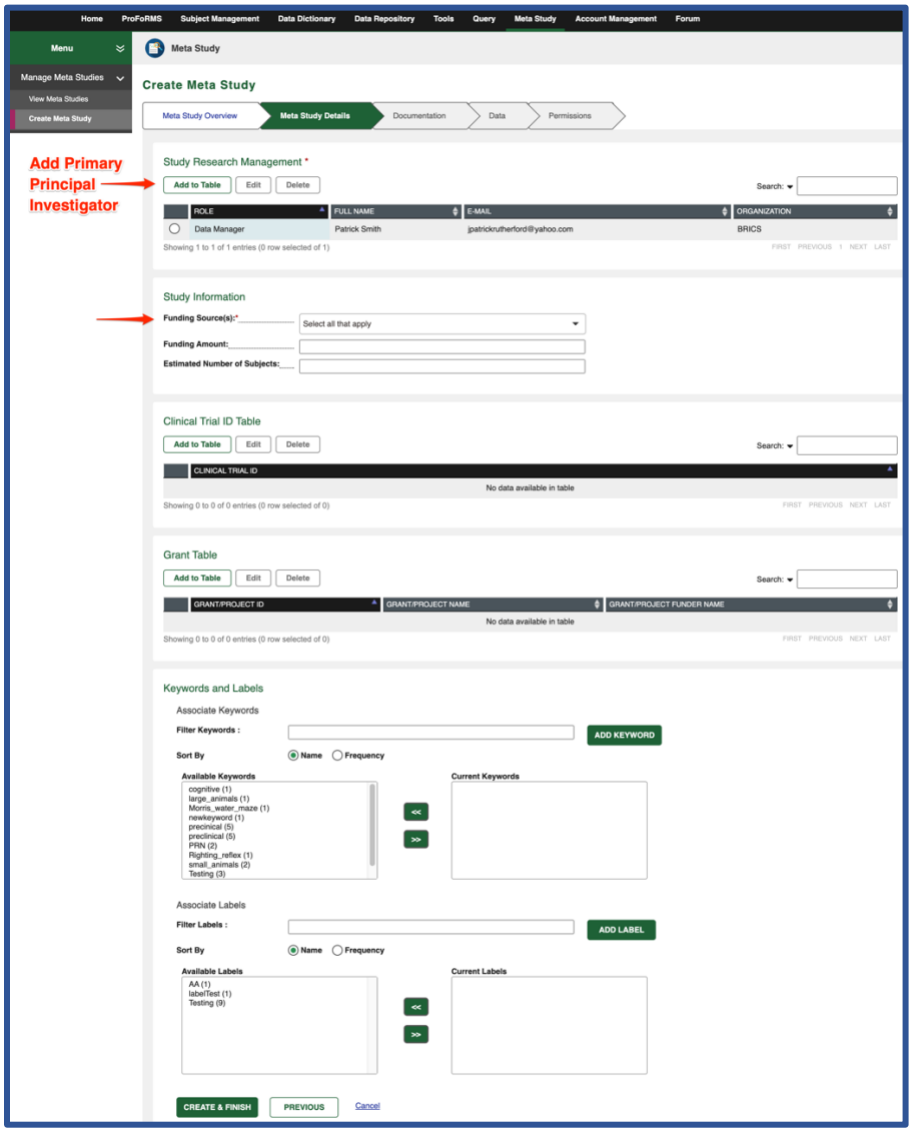
   After filling out the required and optional fields click the continue button.



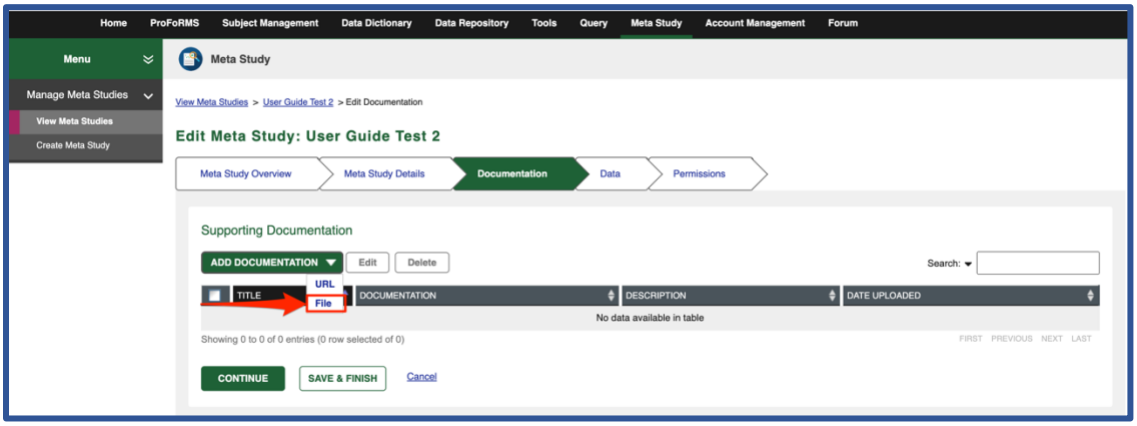
3. **Meta Study Details mandatory** fields are listed as follows:
    a. **Study Research Management:** Every study is required to have a **Primary Principal Investigator.** Add one by clicking at **Add to Table** button and filling out he relevant information in the pop up.
    b. **Funding Source(s)**

Clinical Trials, if this meta study is for clinical trials, you must enter the **Clinical Trial ID** and Click the **Add to Table** button.

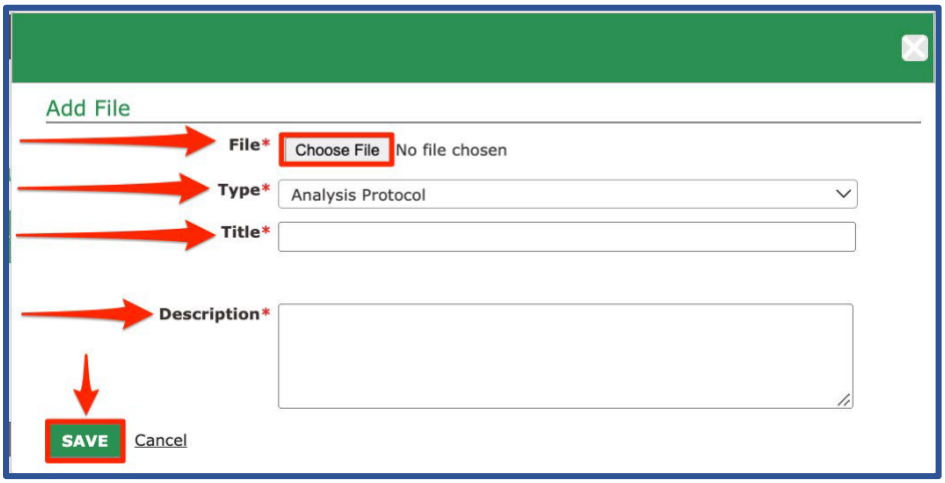
Once you have completed the mandatory fields, click the **Create & Finish** button and a system administrator will review your study request. Once approved, you can start submitting data to the study. **Users will not be able to submit studies for approval until all required fields are answered.**



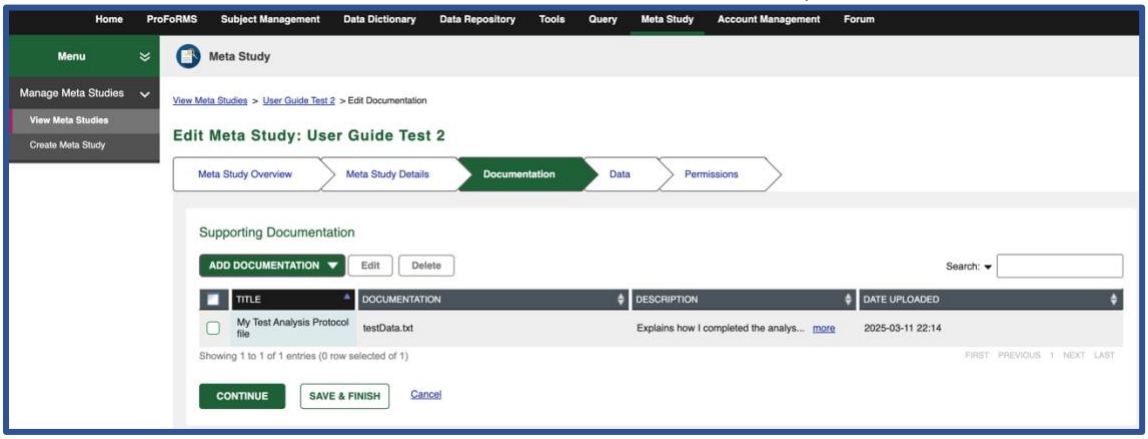
4. After creating the study, we can now edit the document to add documents. Click the **Edit Meta Study** Then **Add Documentation** button.
   A drop-down option to select URL or File opens. Select the File option to upload a document.



5. Select the file from your computer and enter all required information (marked with an * asterisk).

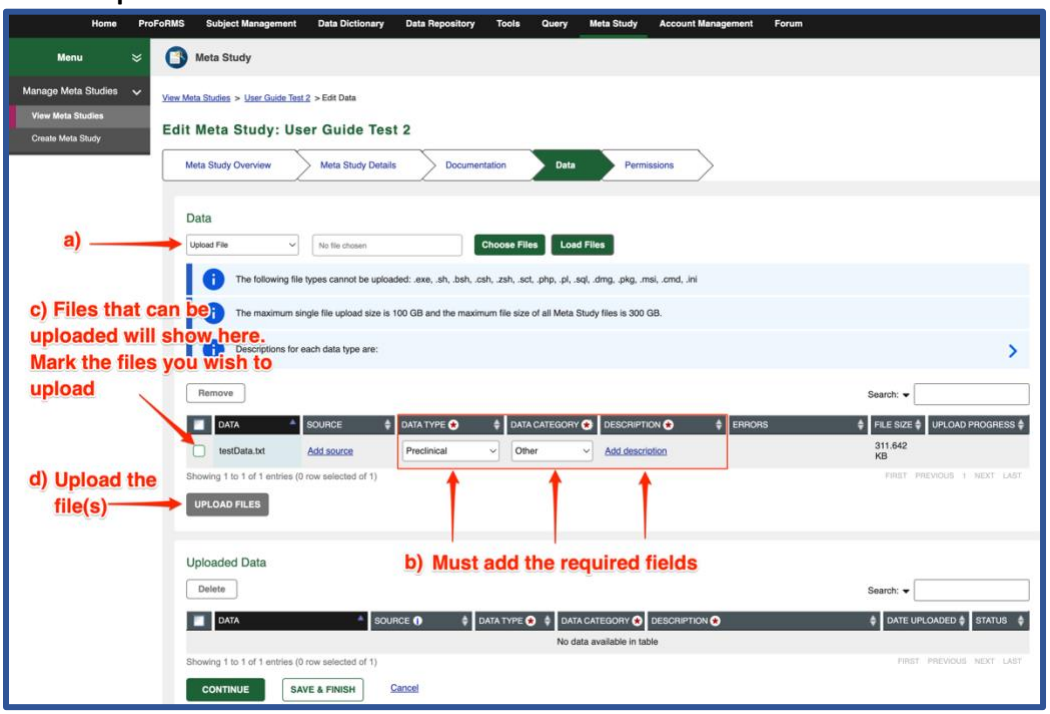


6. The uploaded document appears in the table as shown below: Repeat step 3-5 to add any more documentation needed. Click Next once all documents have been uploaded.

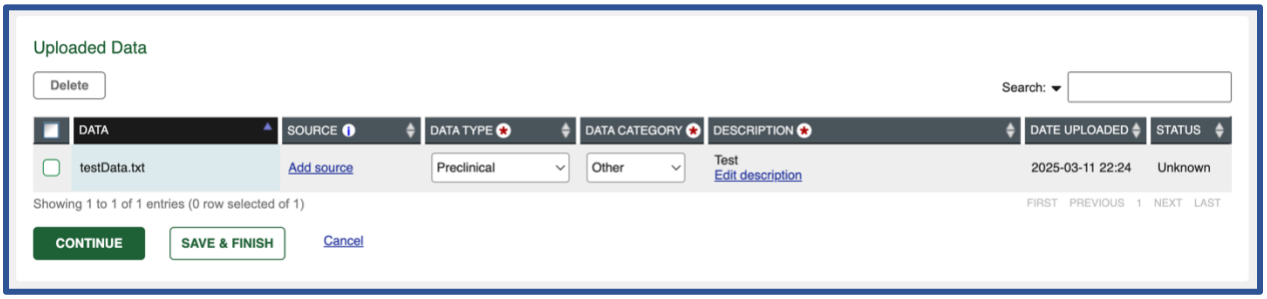


Here we can upload Data for our study.

a. Click the **Upload File or Upload Director** drop-down and select to choose the file or directory button.
b. Add the relevant information for the file(s) you wish to upload.
c. Select the files that are ready to be uploaded
d. Click the **Upload Files** button and your file will move from the **Data** table to the **Uploaded Data** table.

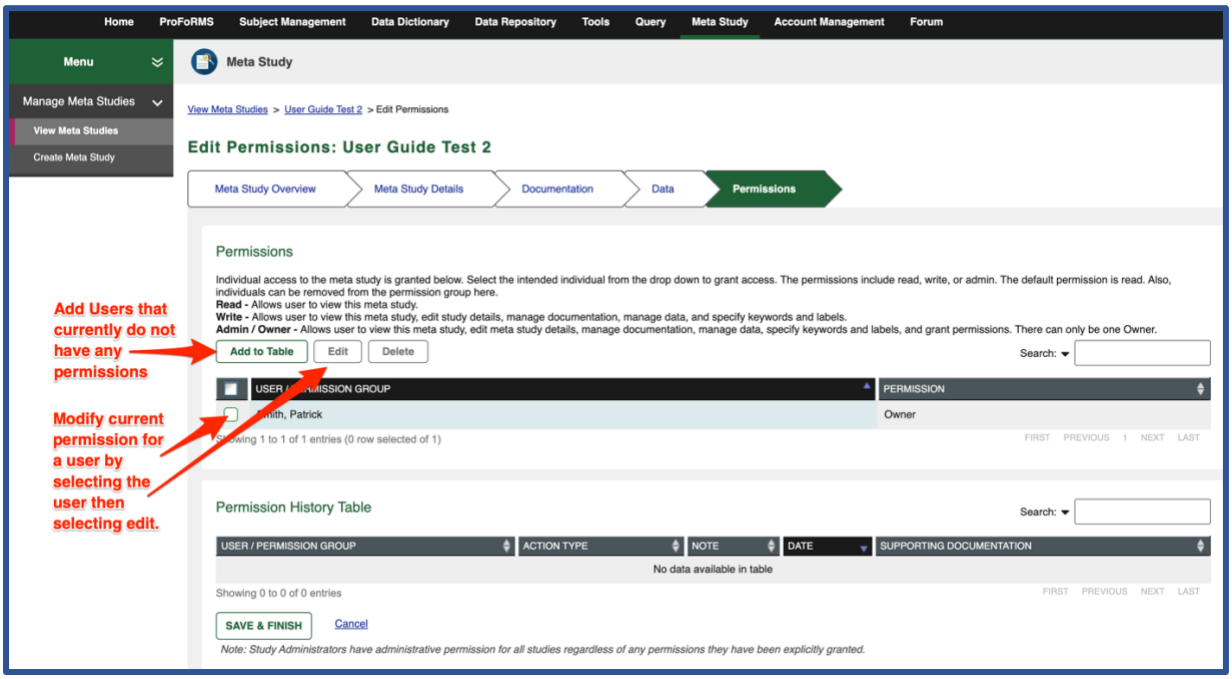


7. The **Data Artifact** appears in the **Uploaded Data** table as shown below. Click the **Continue** button.

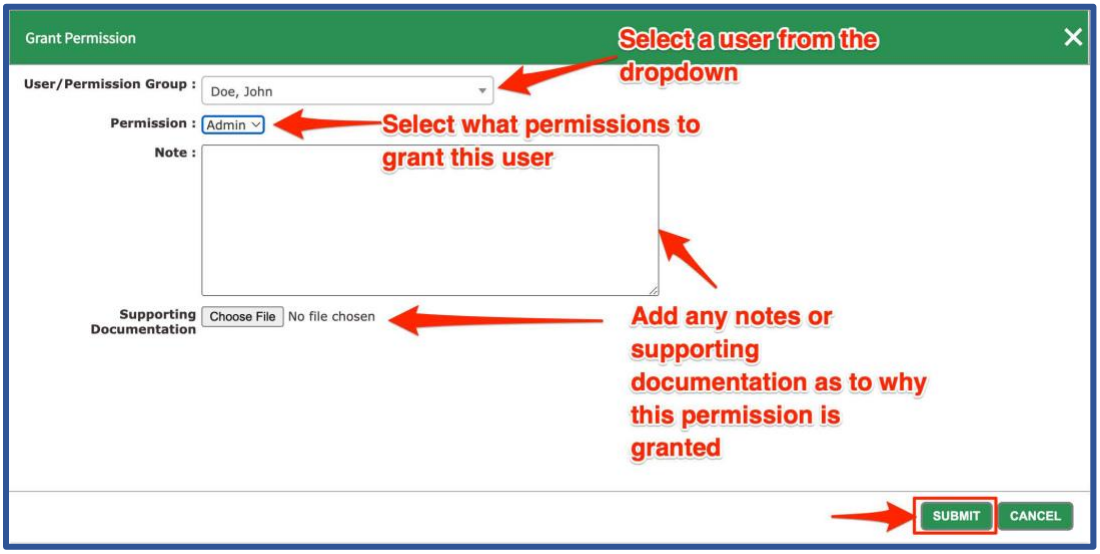


8. **Permissions** allow us to modify who has access to **read/write/ admin** permissions to the meta study. Click add to table to add new users or select a user in the table then click edit to modify their existing permissions.

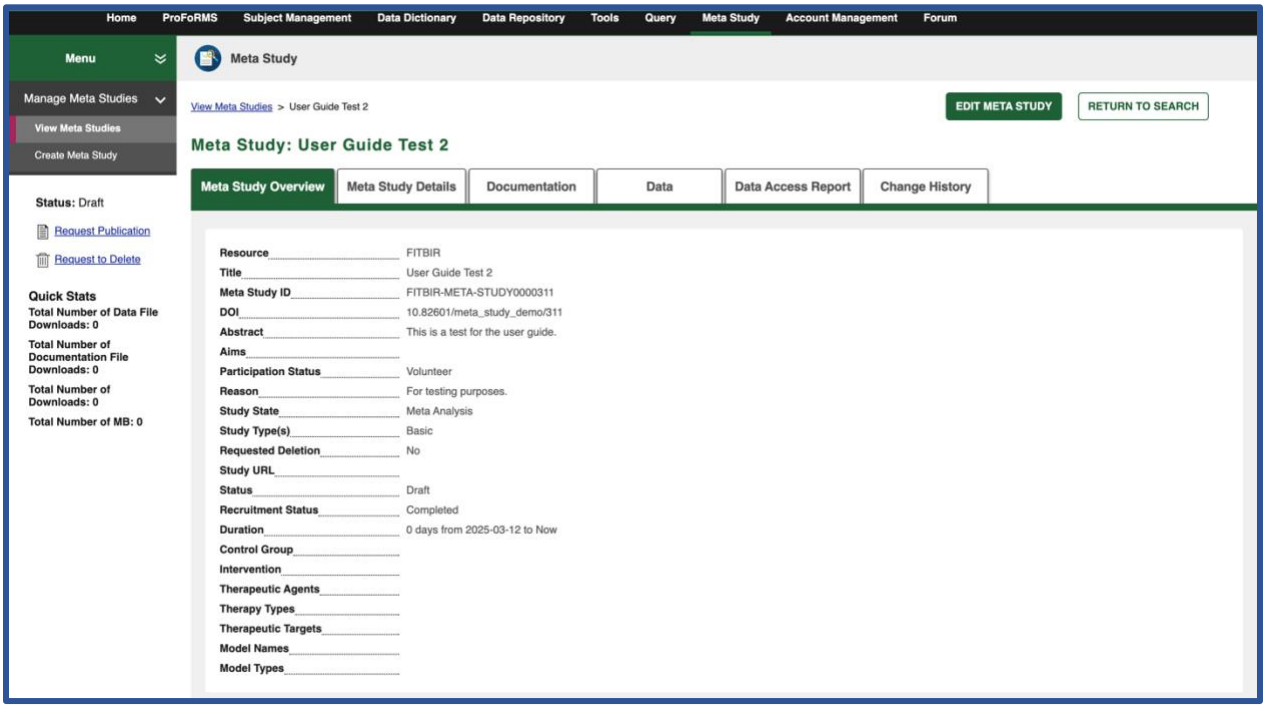
   Note: The permissions history table allows us to see the history of user's permissions to this meta study.



Add to Table view:



9. Click the **Save & Finish** button and confirm on the popup. The View Meta Study page appears with the newly created Meta Study information:



Meta Information 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 section contains additional details to include: [Title, Meta Study ID, Meta Study ID Schema, Recruitment Status, Study Type, Control Group, Intervention therapeutic Agents, Therapy Types, Therapeutic Targets, Model Names, Model Types, Study URL, Duration, Status, DOI, Abstract, Aims, Permission, Owner, Owner Email].

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. This section contains the study research management information to include Title, Full Name, Email Address, 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: This section contains data artifacts that describe the type of data to include **Source, Type, Description, Date Uploaded, and Data.**
Meta Study File Types and Size Limit: File types accepted are: **Gz, xml, txt, csv, jpg, zip, pdf, nii, fam, raw, xlsx, dcm, 7z, bpm, docx, IMA, bval, bvec, jpeg, egt, 1D, log, mat, m, dicom, map, ped, tif, doc, png, bmp .** The largest single file size that can be uploaded successfully is 500 MB.

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

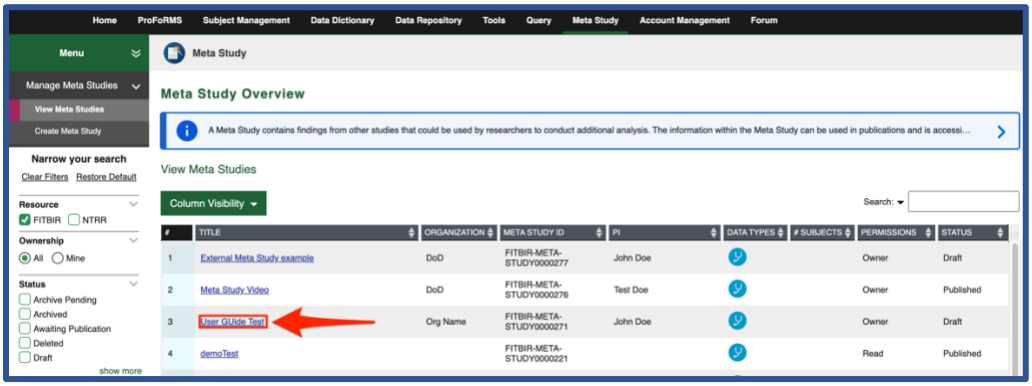
Data Access Report: The intent of this feature is to allow users the ability to retrieve study-data download information for a particular Meta Study. The Data Access Report section will show a report about individuals that have accessed the data associated with the meta-study and provide their username,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

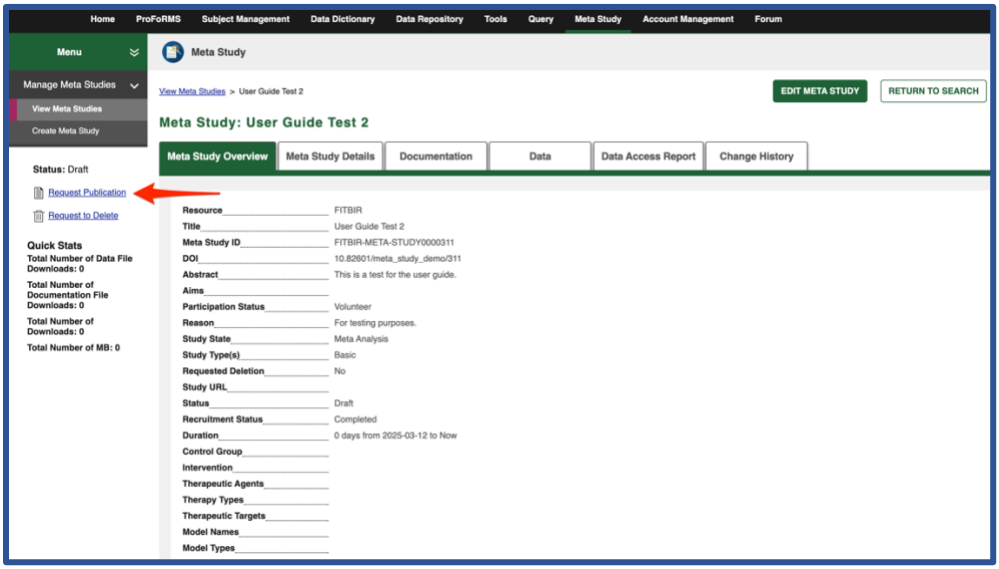
8.5 Request to publish Meta Study

To Publish a Meta Study: Perform the following actions:

1. The **Meta Study Overview** screen displays with the list of Meta Studies available in the data repository.
2. From the list of Meta Studies available to you. Select the title of the one you wish to publish.

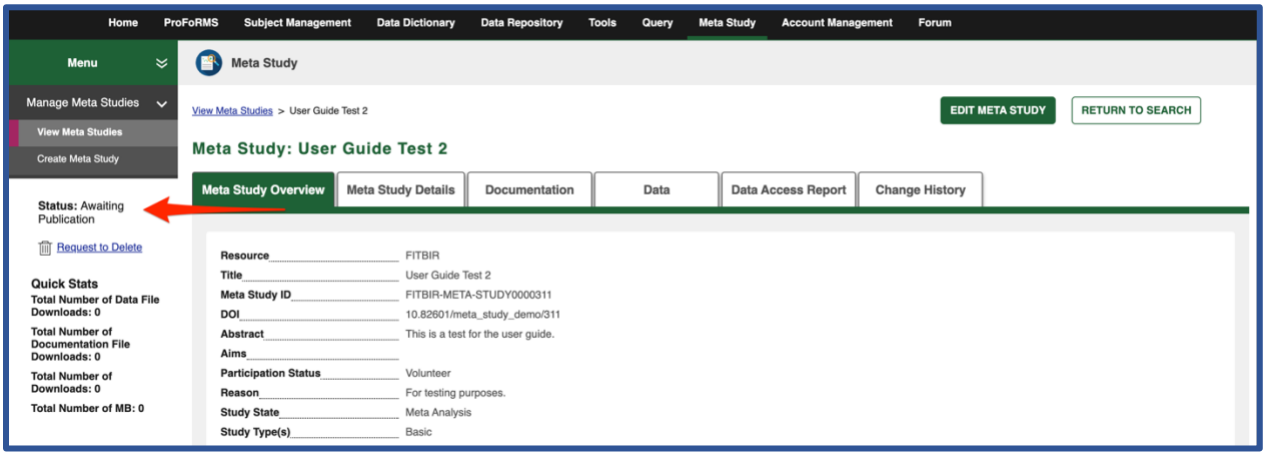


3. The **View Meta Study** page appears. Click on the **Request Publication** link located on the left:



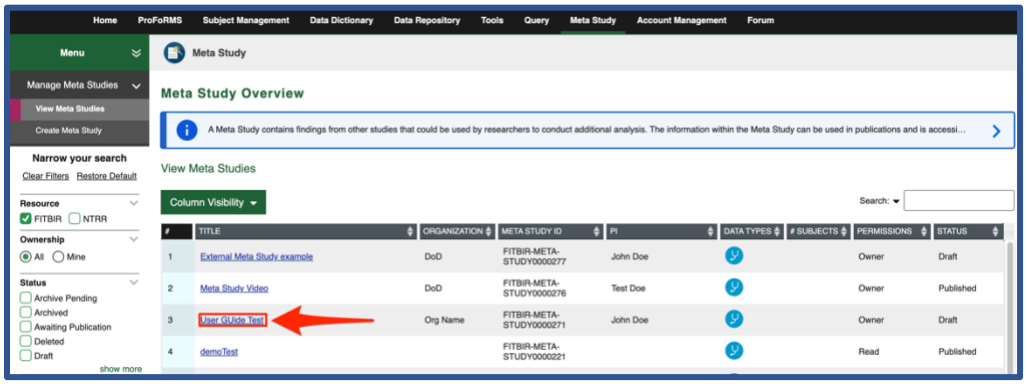
4. A pop-up confirmation window opens confirming you'd like to request publish. Click the Request button.

5. The Status changes from **Draft** to **Awaiting Publication** will then show on the left.
NOTE:
   a. After it has been approved for publication, the status will change to **Published**.
   b. If you edit your Meta Study after requesting publication the status will change back to **Draft**.

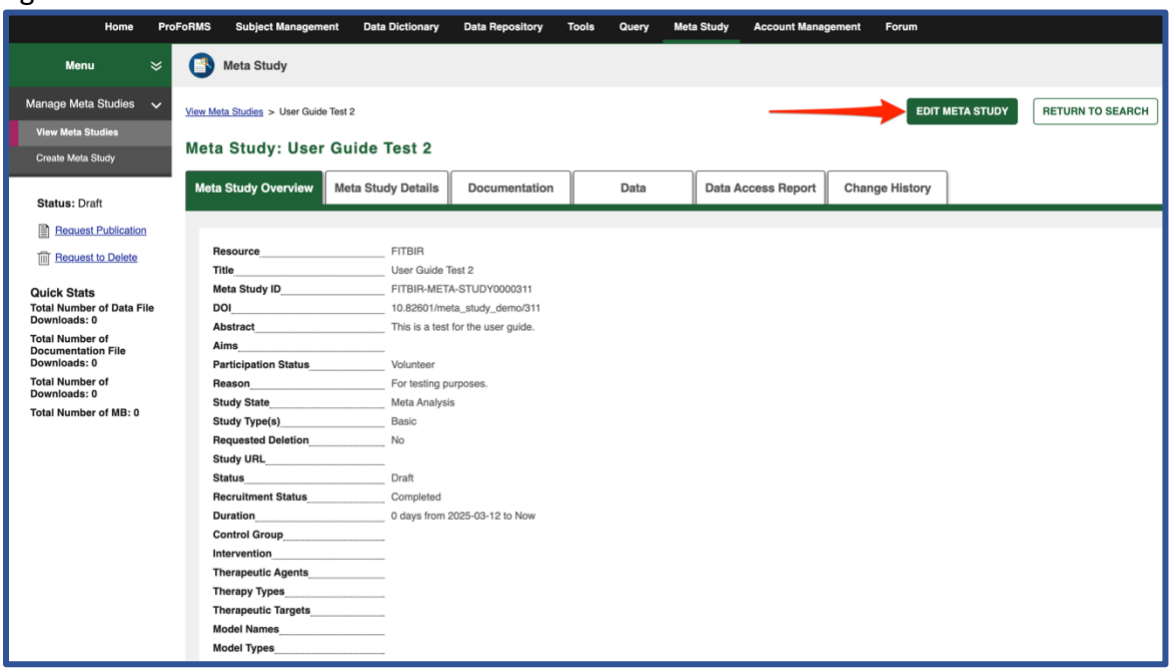


8.7 Edit Meta Study

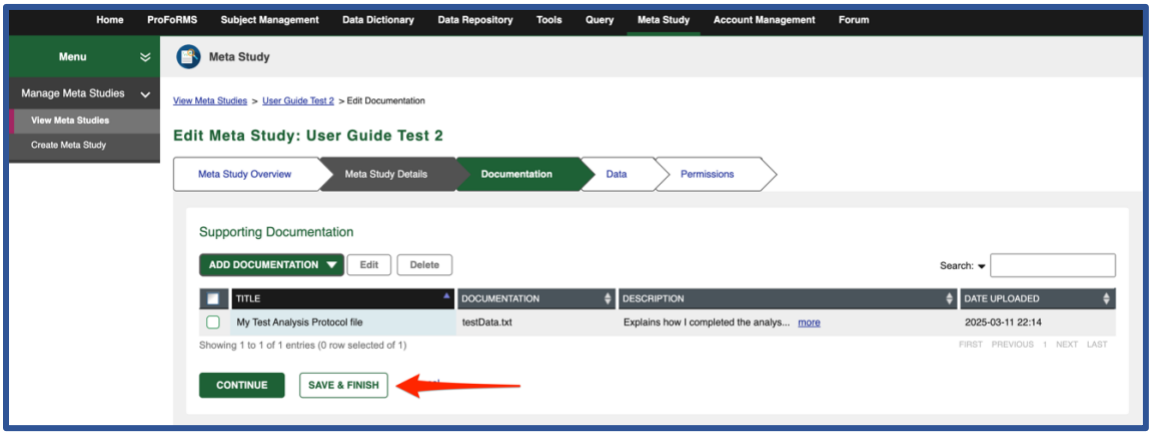
1. To edit a Meta Study, select the title of the meta study you wish to edit:

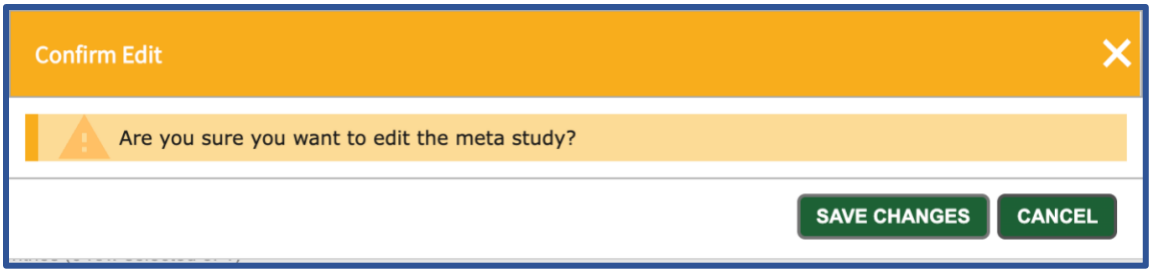


2. The **View Meta Study** page appears. Click on the **Edit Meta Study** located on the upper right-hand corner.



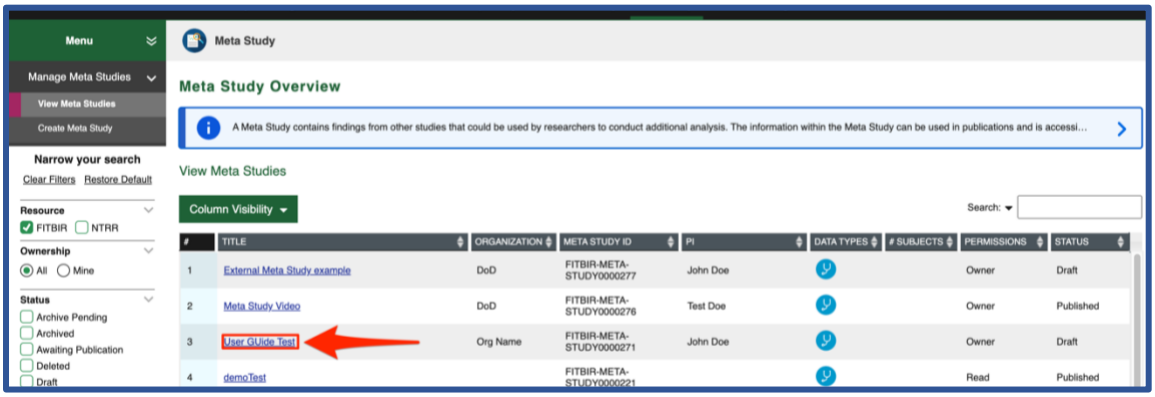
3. The **Edit Meta Study** page appears. Enter the new changes in the relevant sections and simply click the **Save & Finish** button and confirm your choice in the popup by clicking the **Save Changes** button.


Home
ProFoRMS
Subject Management
Data Dictionary
Data Repository
Tools
Query
Meta Study
Account Management
Forum
Menu
Meta Study
Manage Meta Studies
View Meta Studies
Create Meta Study
View Meta Studies > User Guide Test 2 > Edit Documentation
Edit Meta Study: User Guide Test 2
Meta Study Overview
Meta Study Details
Documentation
Data
Permissions
Supporting Documentation
ADD DOCUMENTATION
Edit
Delete
Search:
TITLE
DOCUMENTATION
DESCRIPTION
DATE UPLOADED
My Test Analysis Protocol file
testData.txt
Explains how I completed the analys... more
2025-03-11 22:14
Showing 1 to 1 of 1 entries (0 row selected of 1)
FIRST PREVIOUS 1 NEXT LAST
CONTINUE
SAVE & FINISH

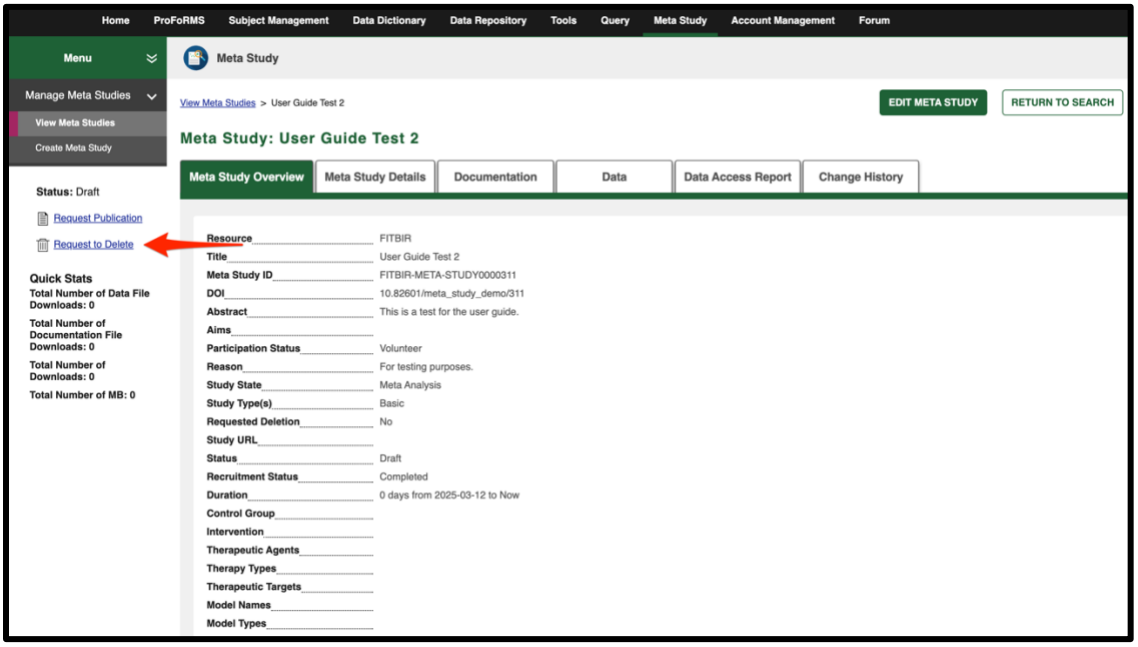

Confirm Edit
Are you sure you want to edit the meta study?
SAVE CHANGES
CANCEL

8.8 Delete Meta Study

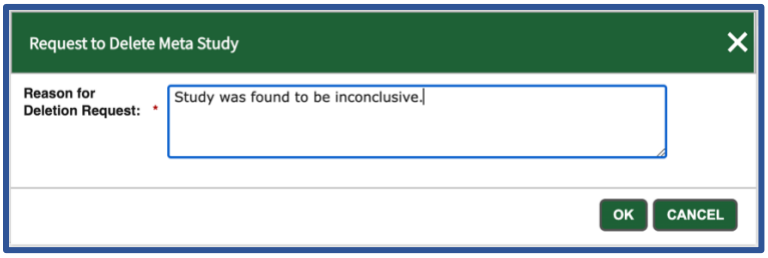
1. To edit a Meta Study, select the title of the meta study you wish to edit:



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



3. A pop-up window opens asking for reason for deletion request. Enter the reason and the click **OK** button.



NOTE:

a. **Only non-published Meta Study can be deleted.**
b. **Once a Meta Study is published, only users with the right permissions can un-publish a Meta Study.**
c. **Only Non DOI's can be deleted.**