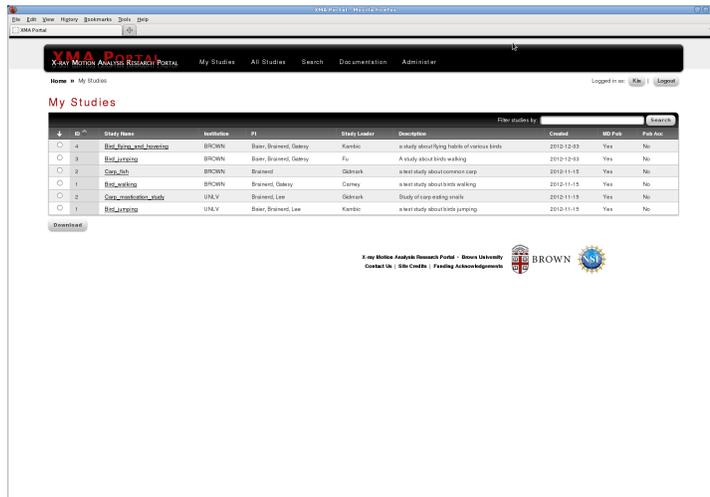


How to Create a New Study

Creating a New Study

Only PIs (faculty) and their designated lab-managers can create new studies in the XMAPortal. If you are a student and want your PI to create a study for you, send your requested Study Name and a Study Description to your PI. The PI should designate you as the Study Leader and you will have full access to the Study. Check out [All Studies page on XMAPortal](#) to see examples of Study Names and Descriptions.

A screencast animation here below shows the entire process of creating a new study, for a detailed description see the text below. *Do Shift+reload page to start the animation from the beginning.*



Detailed instructions: (for PI or lab-manager)

- Log into the portal. In the black top menu, click "Administer"
- Under "Tasks", click on link "Create New Study". Now you should see a page like the image below, click on the image to see a bigger version.
- Type in the "Study Name" (can be changed later after study is created)
- Select **one or more** PIs associated with this study (any PI selected will have full access to see and modify this study). **Note:** If you just want to share a study(=giving permission to see a study) with another PI you can do that at a later stage (instructions to be added soon).
- Select **one** Study Leader (usually the graduate student conducting the experiments).
- Select the "Repository" (=name of the database where your data will be in). **Note:** If you are a Brown affiliated faculty/staff select "Brown Univ". If you are a UNLV affiliate choose "Univ. of Nevada, Las Vegas". Make sure to select the correct repository, this can **not** be altered after the study has been created
- Select if you want the metadata for this study to be public (can be changed later after study is created).
- Select if you want the data for this study to be publicly available (can be changed later after study is created).
- Type in a short description in the "Study Comment" field about the study you are going to create (can be changed later after study is created).
- Now press the "Preview" button.
- If there were no errors you should be getting a page that summarizes what you typed, see image below. Click on the image to see a bigger version.
- If there were some errors, the error message will appear in red colored text, on top of the form, just above the Study Name.
- After reviewing the information you can either go back to the previous page by clicking "Go Back" button and modify it, or if you are happy with all the information you can go ahead and create the new study by clicking on the "Create Study" button.

