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Chapter

8

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:

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

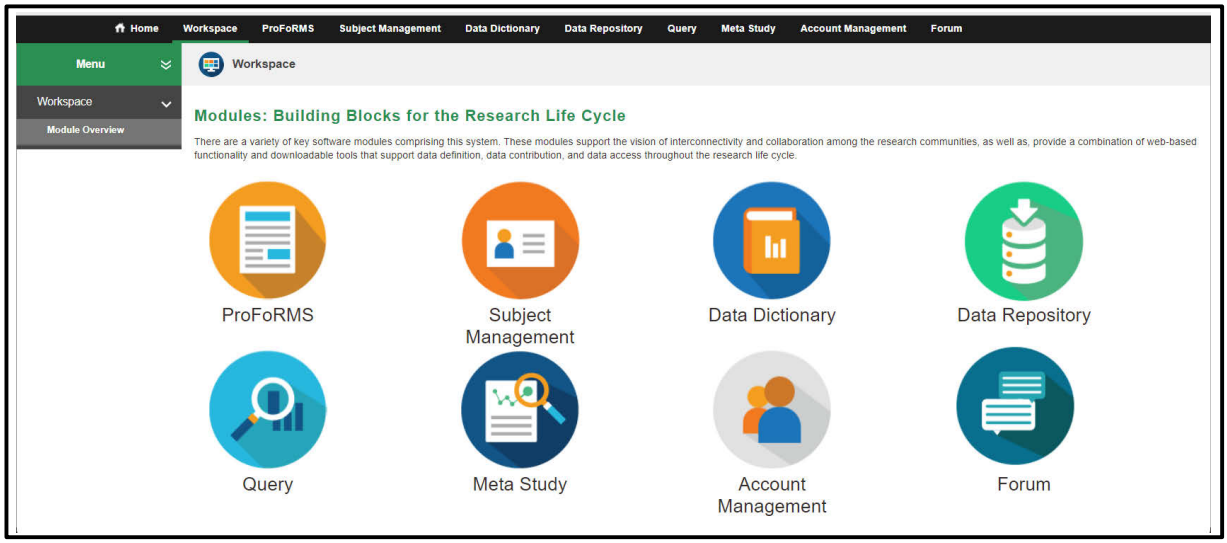
8.2 MODULE NAVIGATION

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

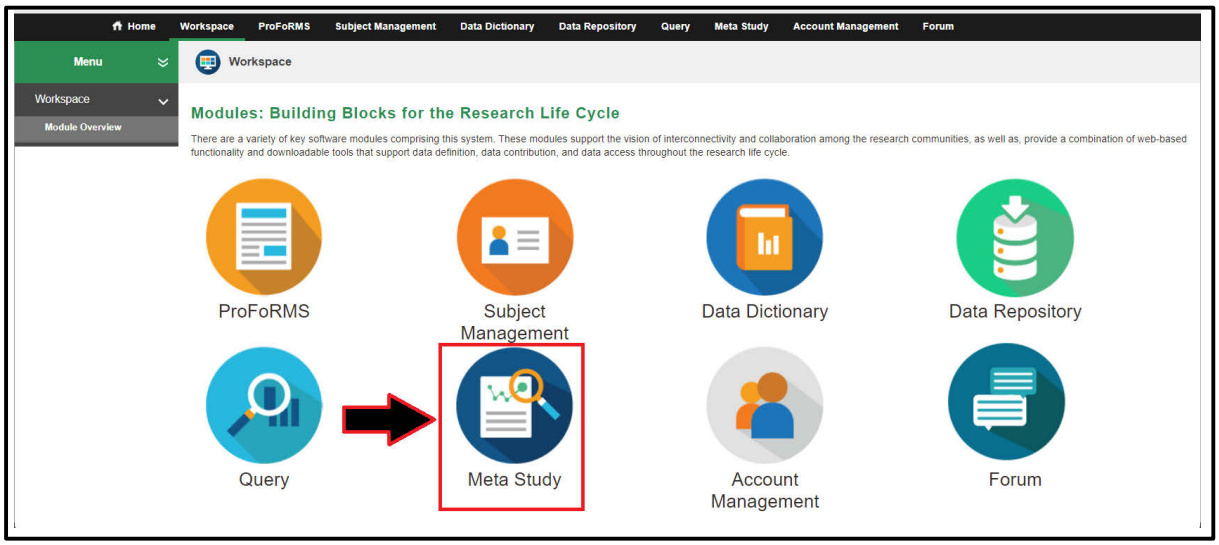
8.3 USING META STUDY

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

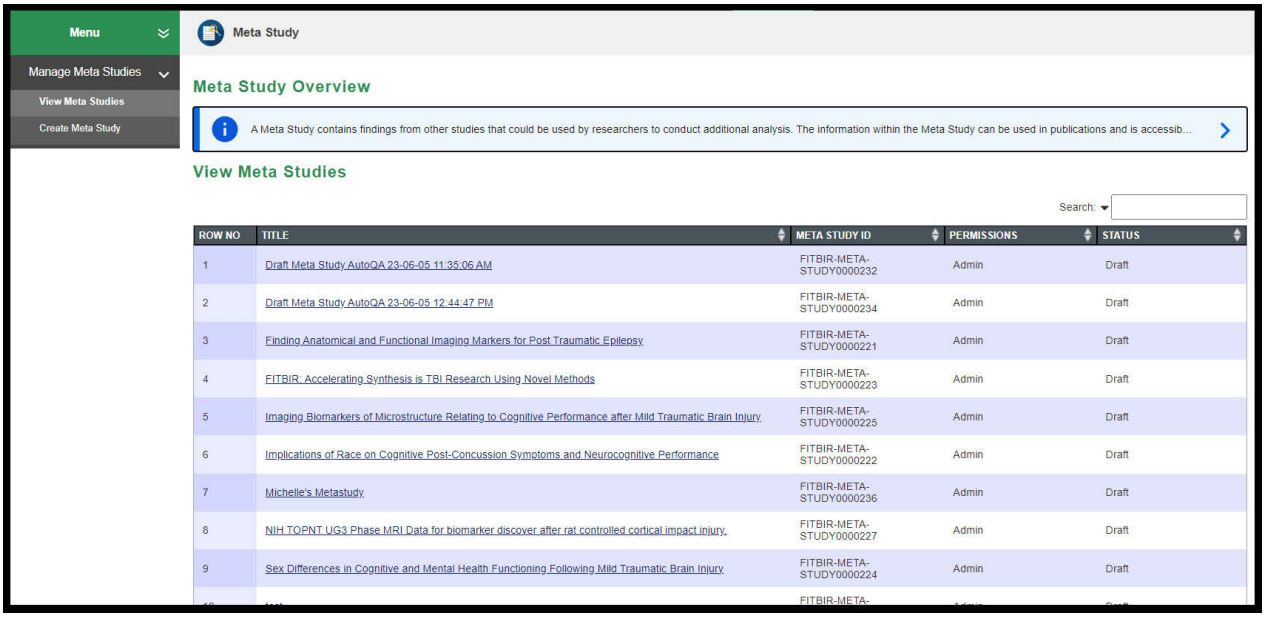
1. Login into BRICS and navigate to your Workspace where all modules you have access to are displayed.



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 the list of Meta Studies available in the data repository that you have permission to view.



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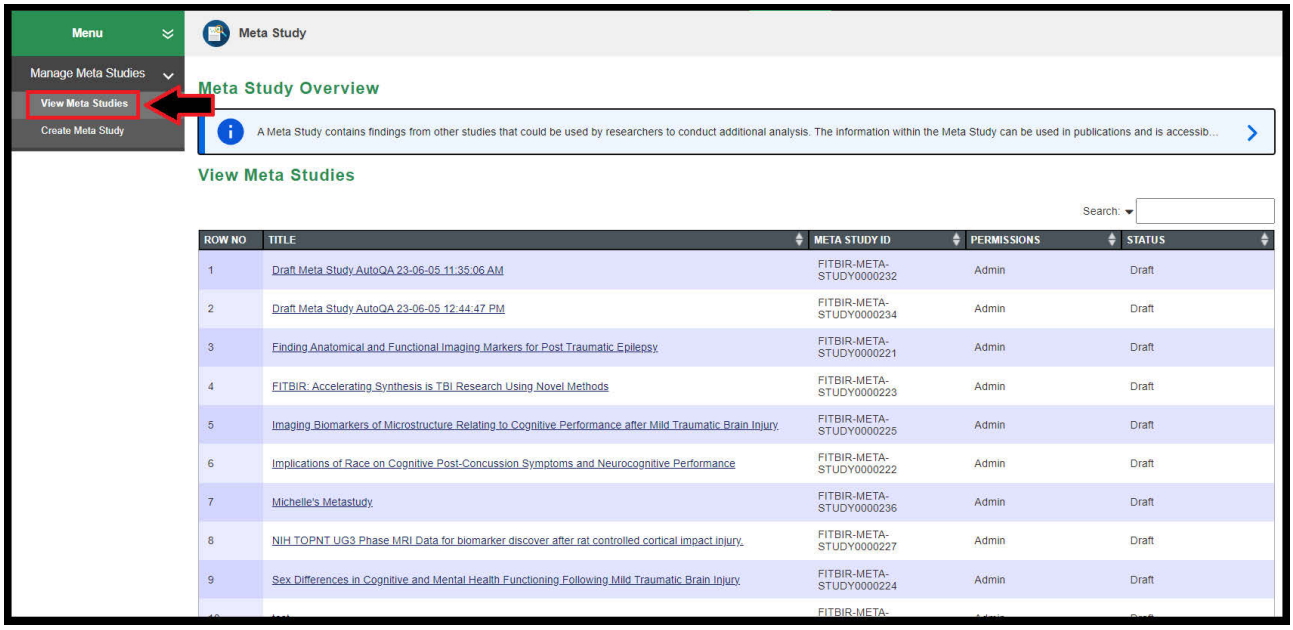
8.4 View Meta Study

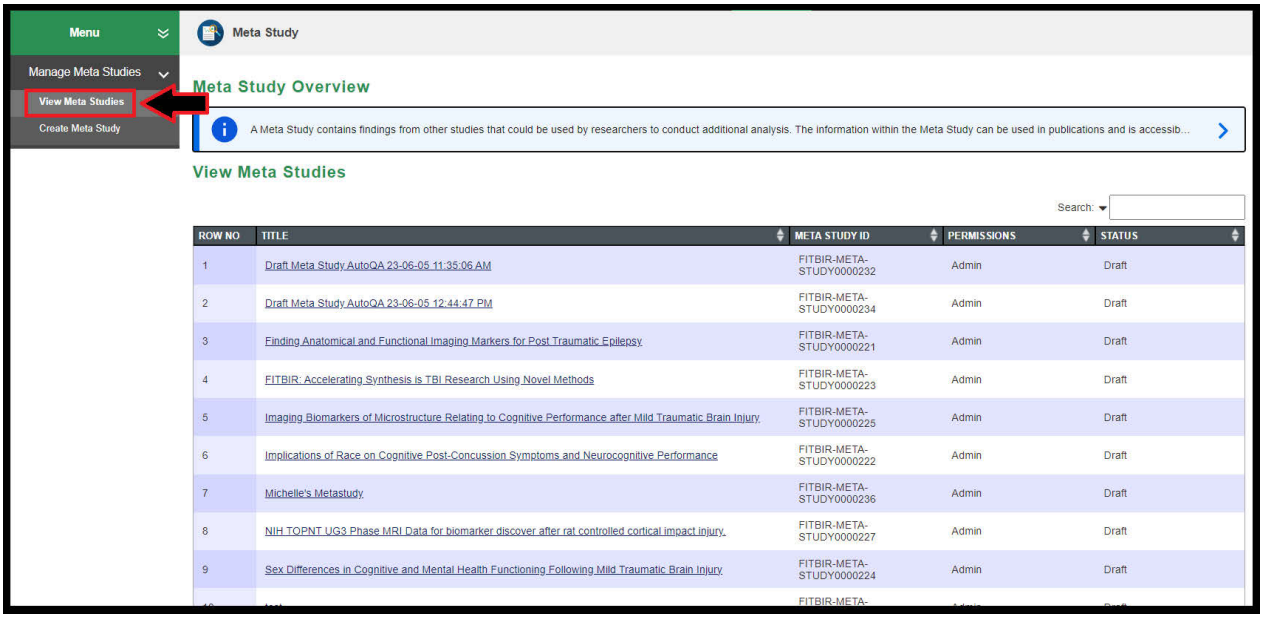
The **View Meta Studies** screen contains findings from other studies that could be used by researchers to conduct additional analysis. The information within the Meta Study is accessible by clicking on the name of the Meta Study from the list below.

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.



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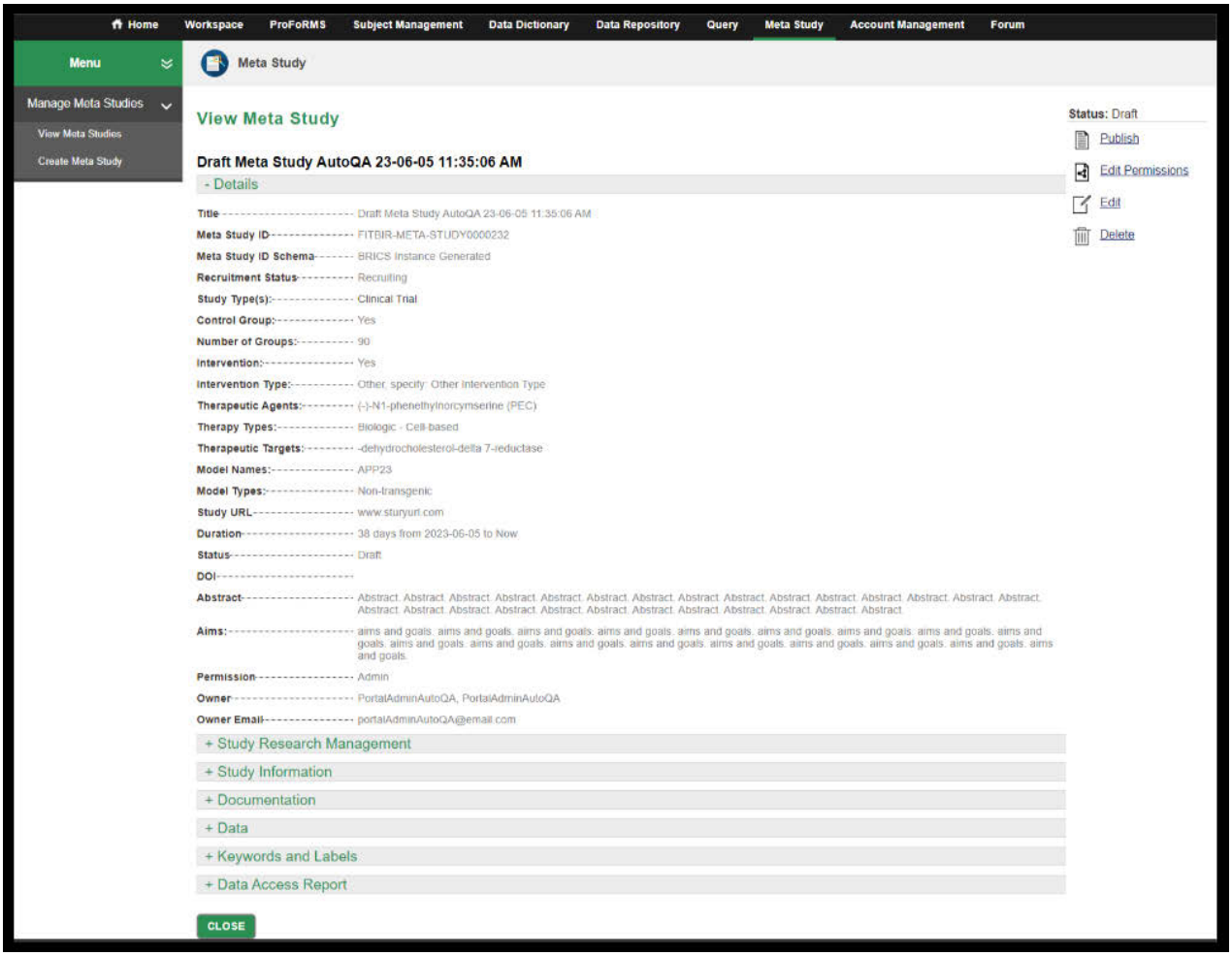
3. The Meta Study information appears.



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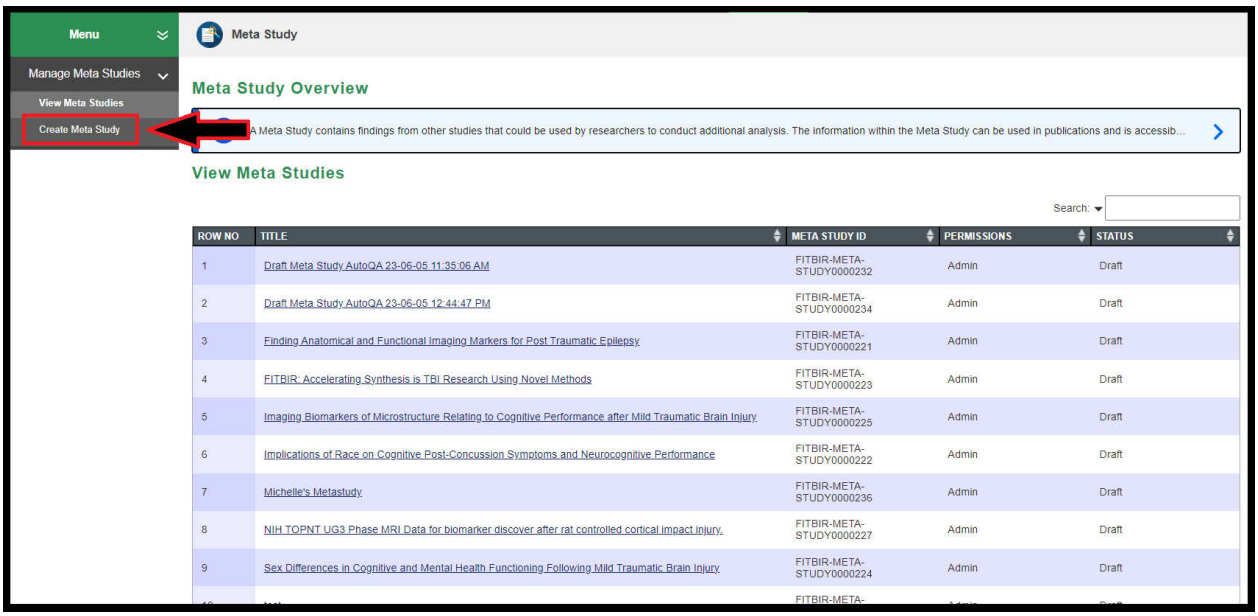
8.5 CREATE META STUDY

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



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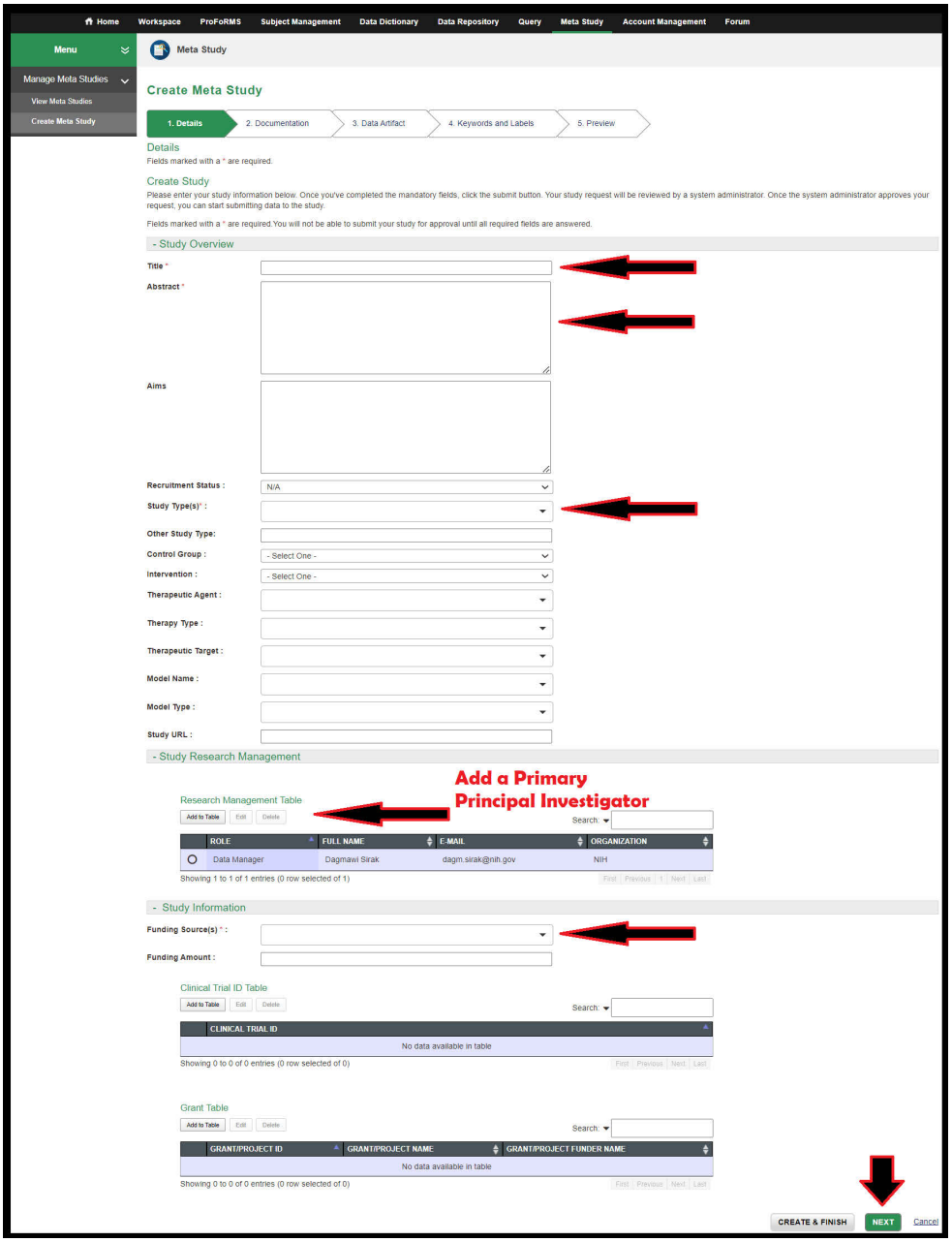
2. Enter the study information in the mandatory fields (mandatory fields are marked with *). Please Select a **Primary Principal Investigator** to create a study by clicking at **Add to Table** button. **Note**: If a Clinical Trial, you must enter the **Clinical Trial ID** and Click the **Add to Table** button.

   Once you have completed the mandatory fields, click the **Next** 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 (*Title*, *Abstract, Study Type*); **Study Research Management** (*First Name, Last Name, Organizational Name*); **Study Information** (*Primary Funding Source*).



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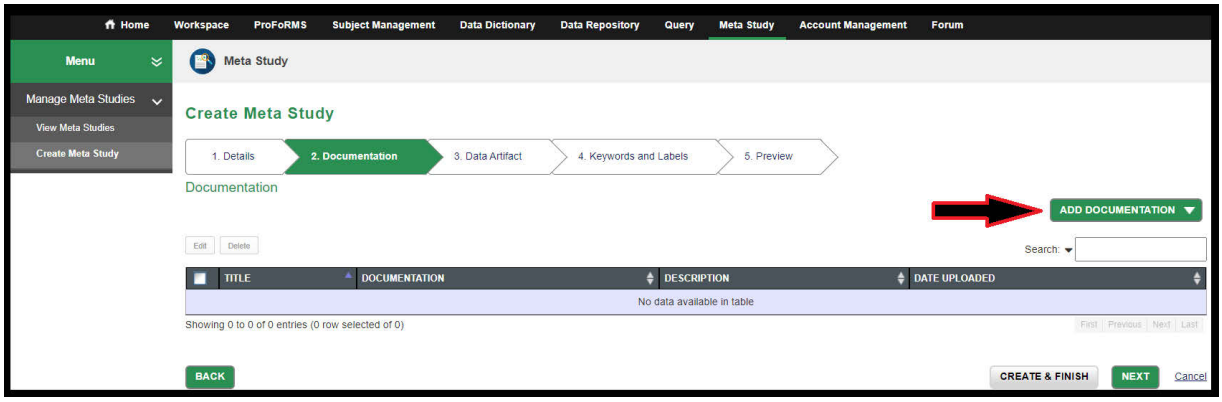
3. Click on the **Add Documentation** button.



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

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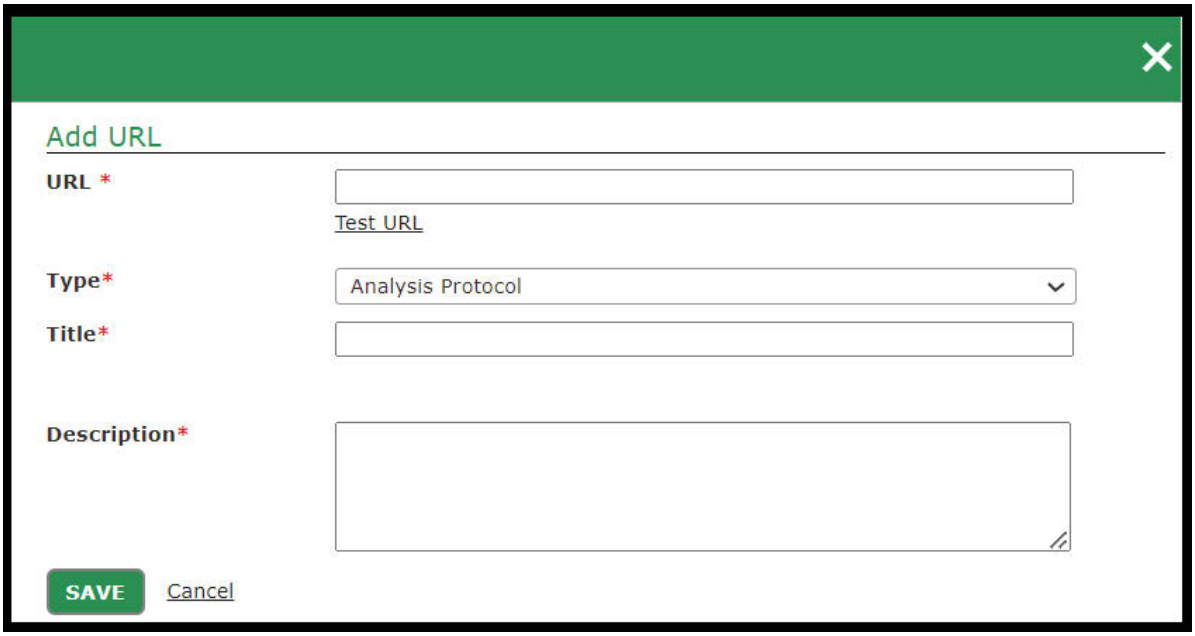
5. Select the file from your computer and enter all required information (marked with an * asterisk). Then click Save.



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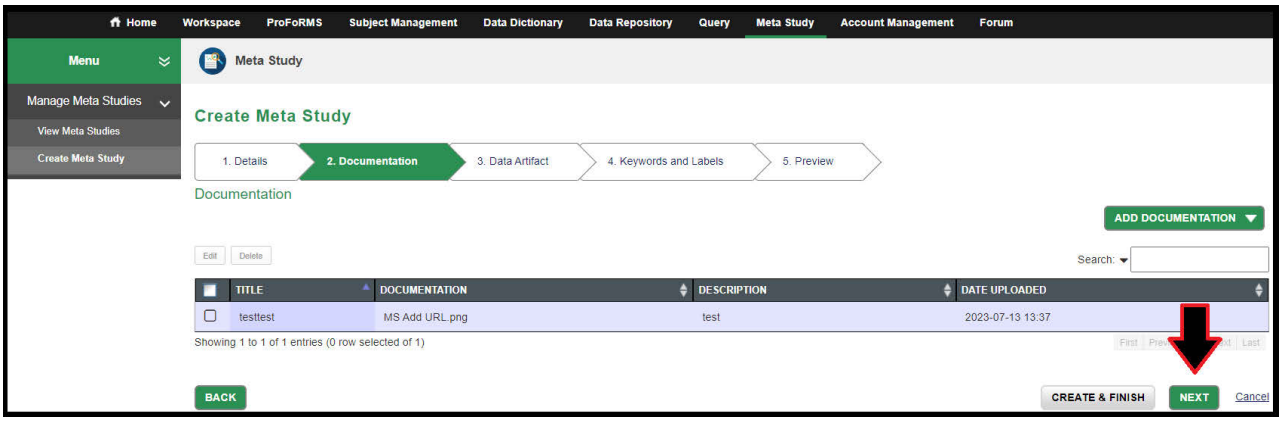
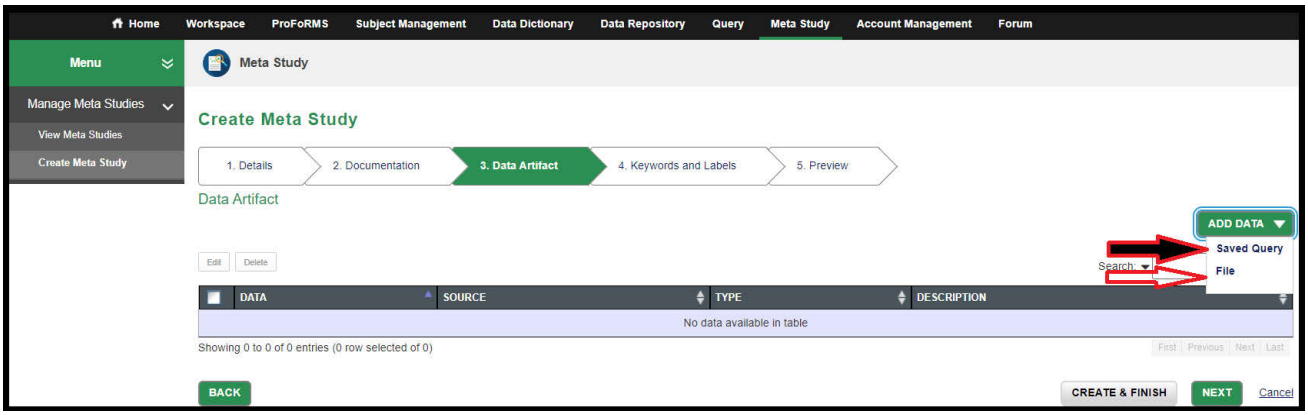
7. The uploaded document appears in the table as shown below: Repeat step 3-5 to add any more documentation needed. Click **Next** once all documents have been uploaded.



8. 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.**



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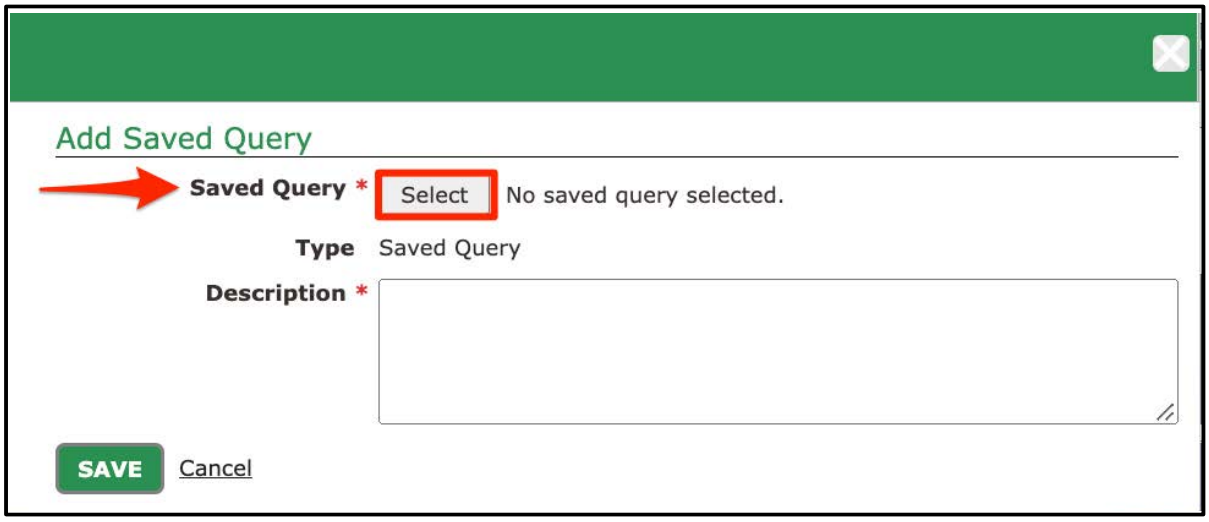
9. Click the **Select** button next to **Saved Query**.



10. 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.

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

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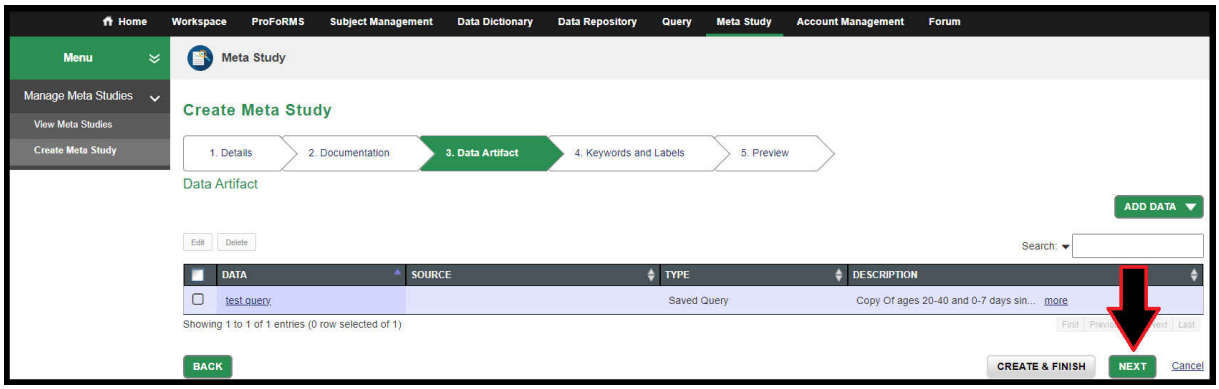
12. The **Data Artifact** appears in the table as shown below. Click the Next button.

Note: See Meta Information Section Descriptions further below for information on file type and size restrictions.



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13. Add/Remove Keywords and Labels:

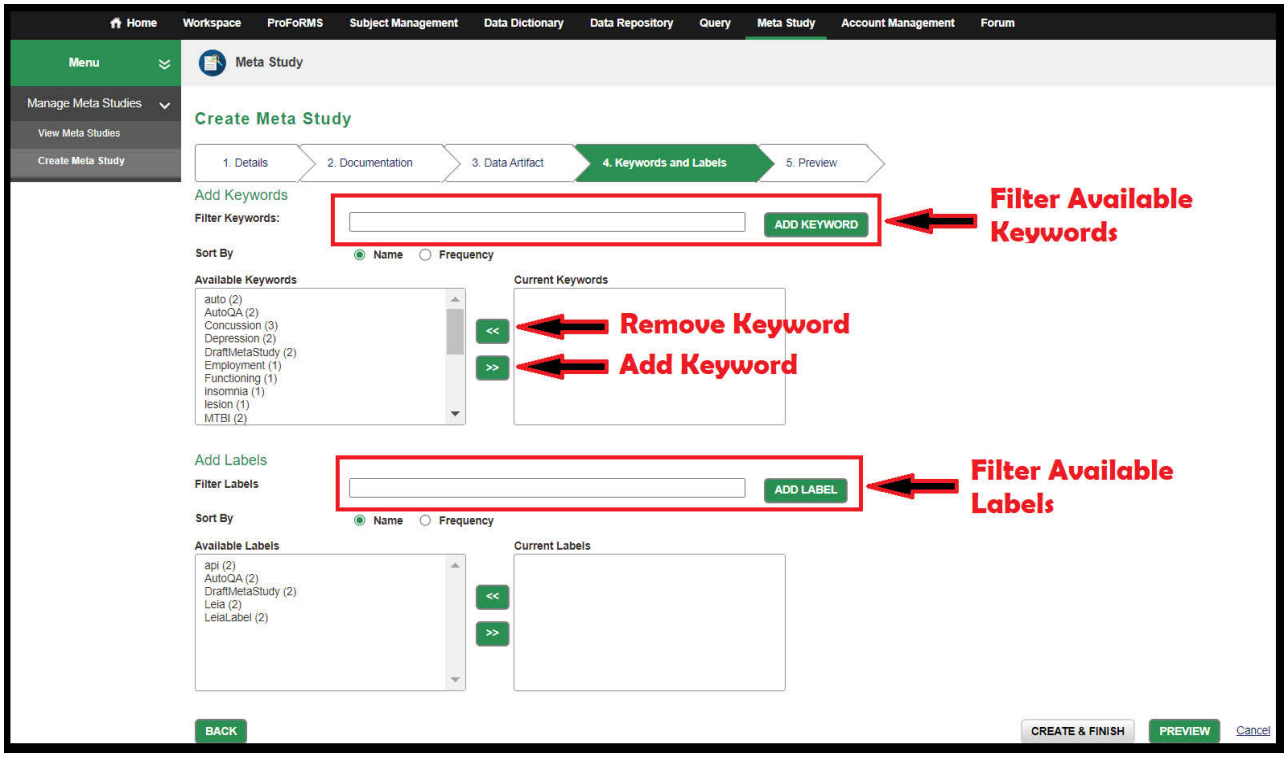
a. **Add Keywords:** You can filter the keywords or scroll through the list and select a keyword from the **Available Keywords** section then click the **Right Arrows** to move it to the **Current Keywords** section.

i. **To Filter:** Type in the **Filter Keywords text box** to filter the **Available Keywords.**

ii. **Create a new keyword:** If the keyword you wish to add does not exist then type the name of the new keyword into the **Filter Keywords text box** and then click **Add Keyword.**

b. **Remove Keywords:** Select the keyword you wish to remove in the **Current Keywords** section then click the **Left Arrows** to remove it from the **Current Keywords** section.

c. **Add Labels**: You can filter the labels as well, select a label from **Available Labels** then click the **Right Arrows** to move it to **Current Labels** section, same as you would the Keywords.



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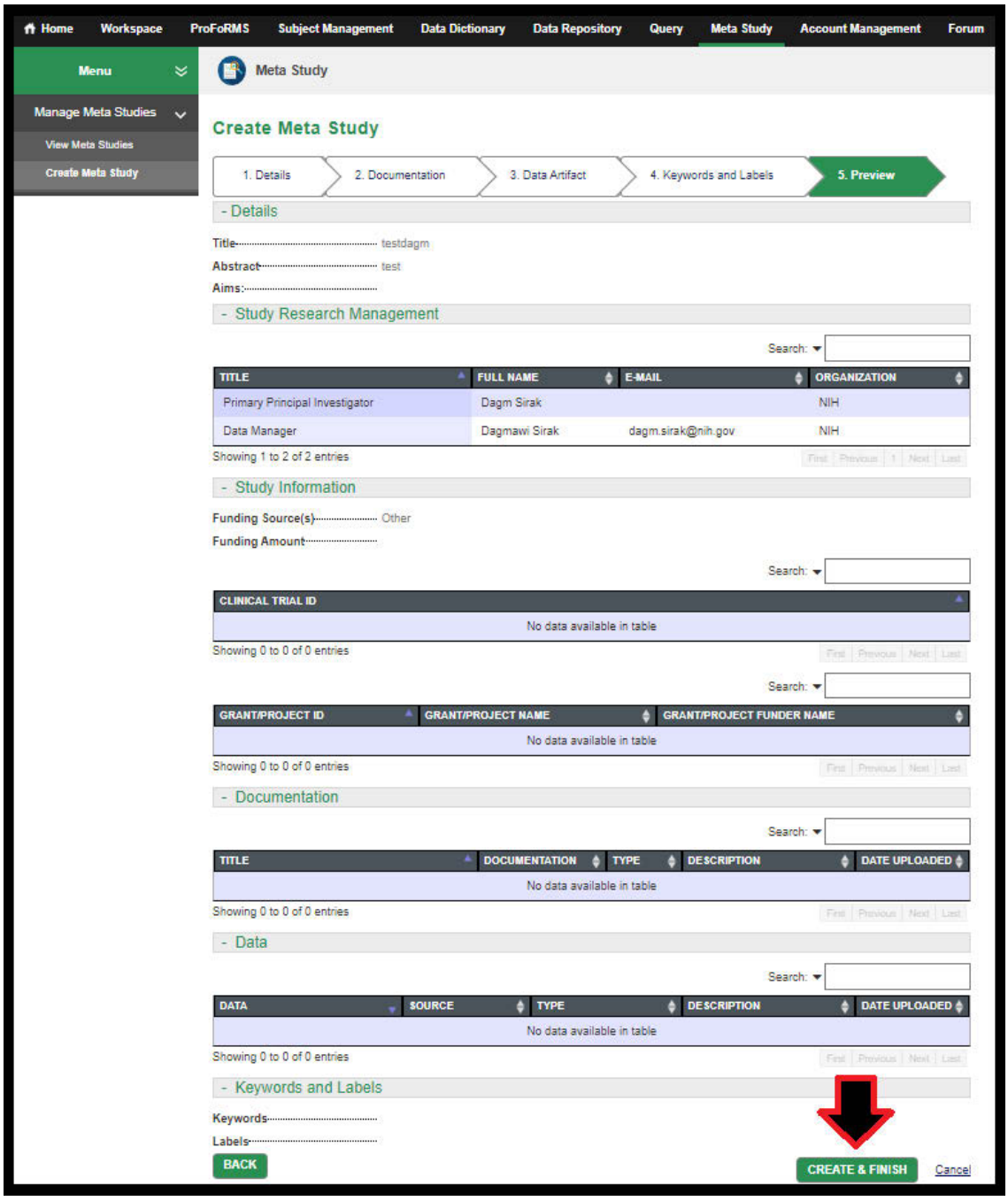
14. Meta Study Preview information appears in the table as shown below:

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



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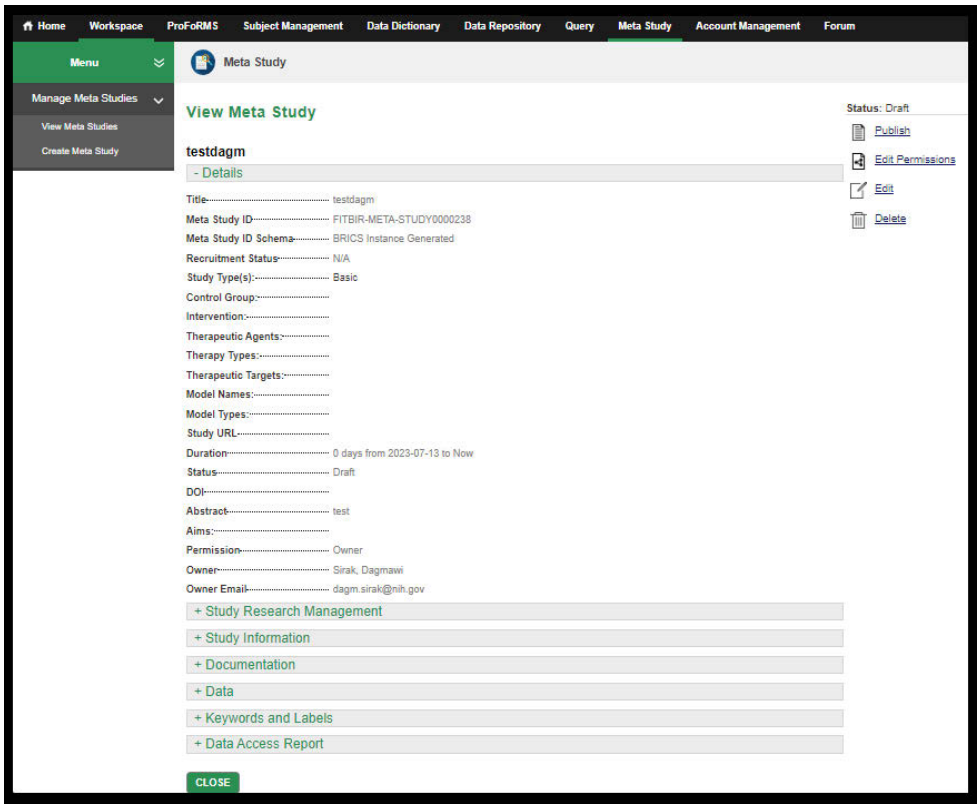
16. A pop-up **Create Confirmation** page appears with the message: ***"Are you sure you want to create the meta study?"*** Click the **Create** button to create the Meta Study. If you decide to continue editing the form, you must click the **Continue Editing** button.

shown below:

17. The View Meta Study page appears with the newly created Meta Study information:



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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 sections 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 sections 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: 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 describe the type of saved query to include: *Source, Type, Description, Date Uploaded, and Data.*

Meta Study File Types and Size Limit: File types accepted by FITBIR 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.

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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).

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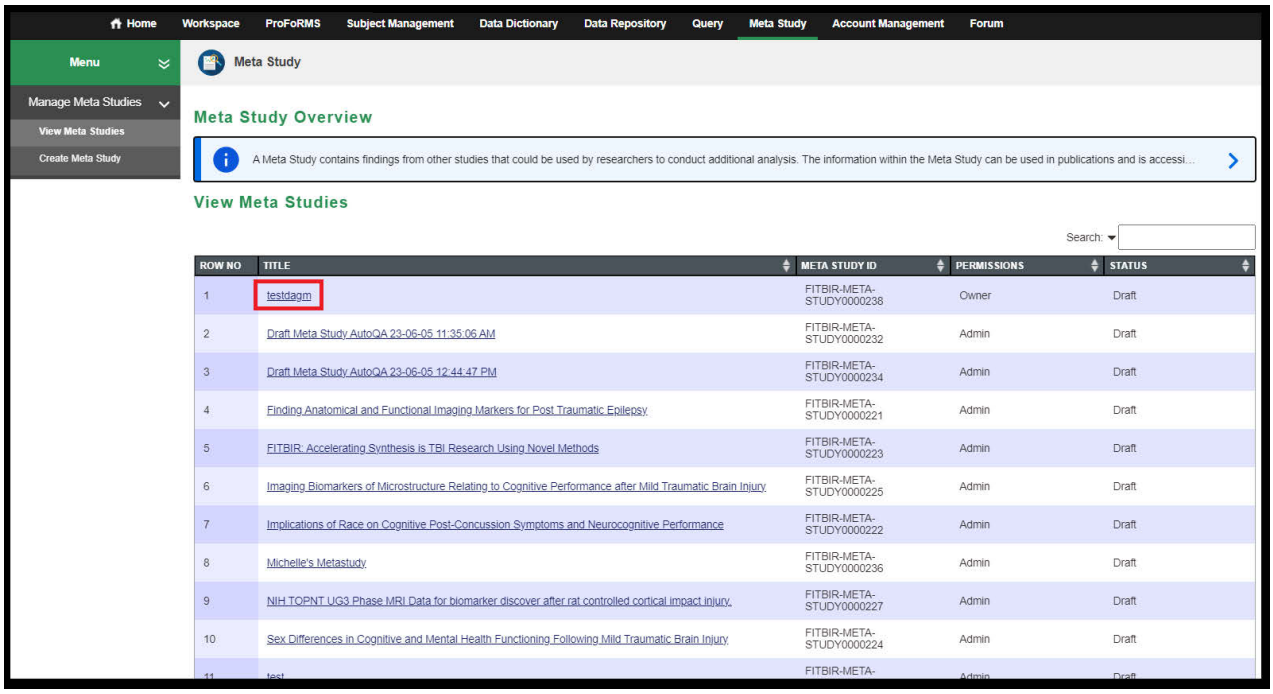
8.6 Request to Publish a Meta Study

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 one you wish to publish by clicking on its Title as shown below:



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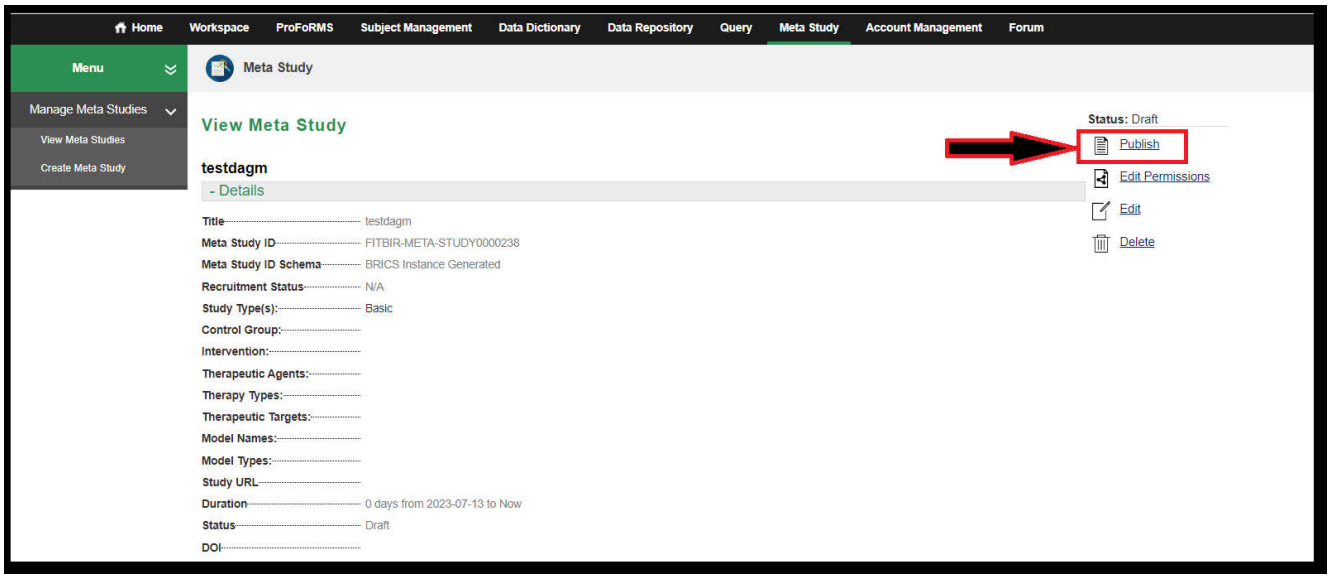
3. The **View Meta Study** page appears. Click on the **Request Publish** link located on the upper right-hand corner.



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

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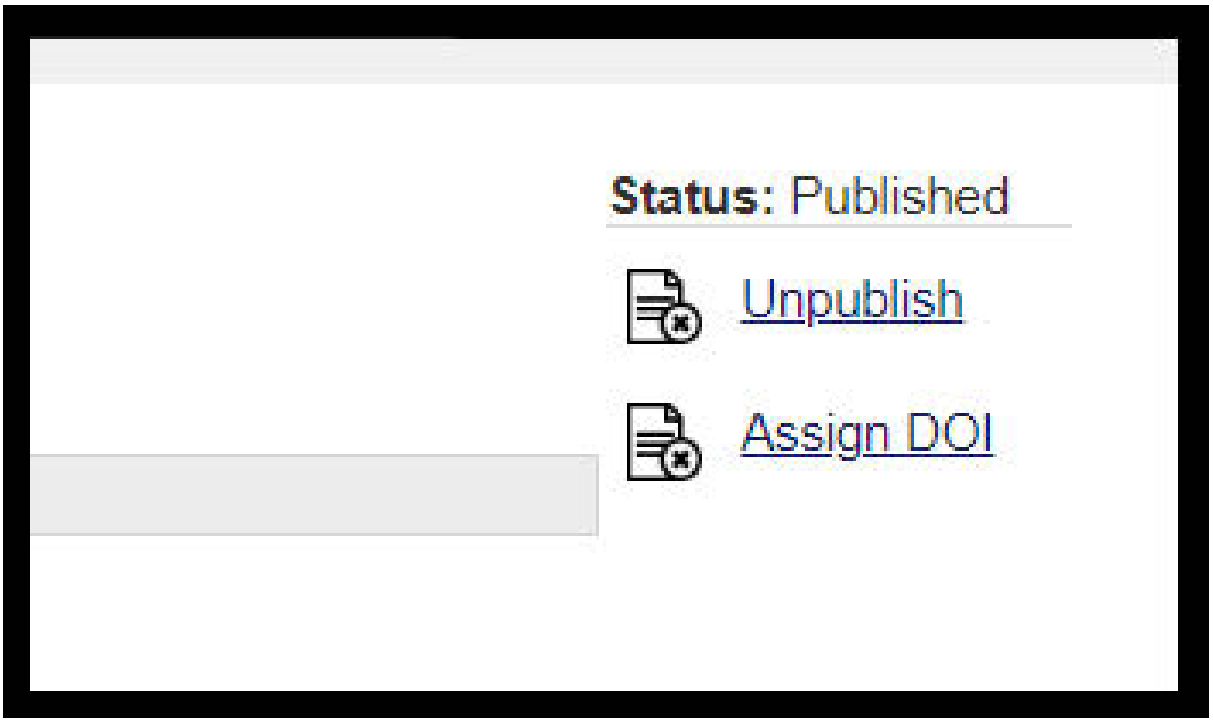
5. The Status changes from **Draft** to **Awaiting Published** are then shown on the upper right-hand corner in the Meta Study information. Once the request has been approved, you will see the Status change from **Awaiting Published** to **Published**.



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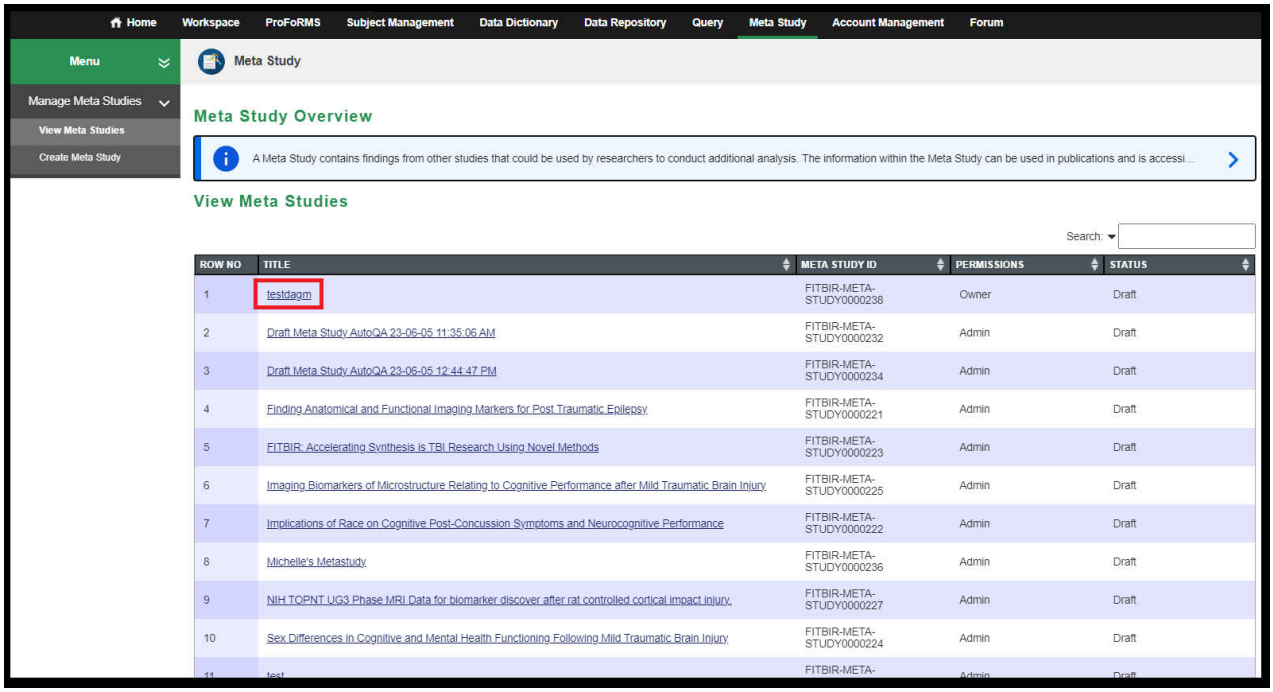
8.7 EDIT PERMISSIONS

To Edit Permissions: 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 one you wish to publish by clicking on its Title as shown below:



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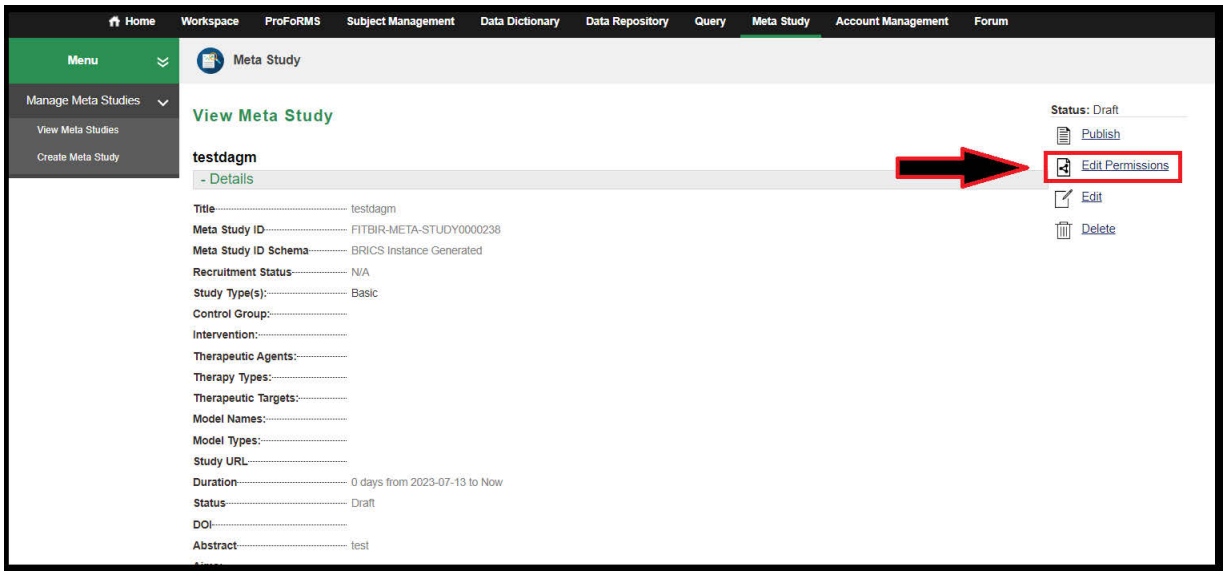
3. The **View Meta Study** page appears. Click on the **Edit Permissions** link located on the upper right-hand corner.



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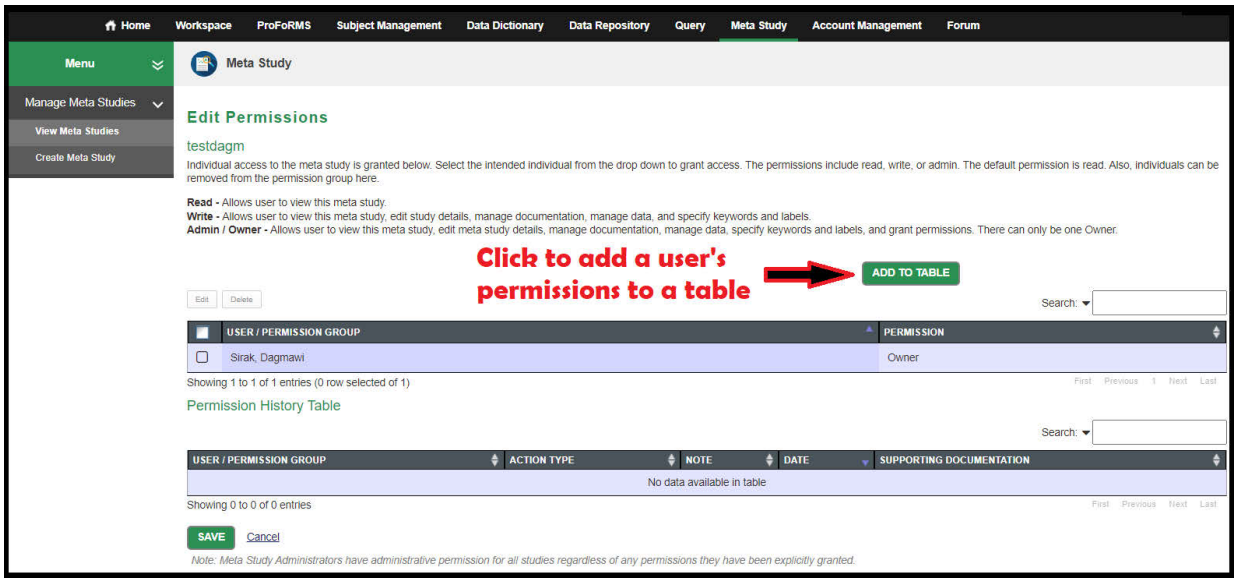
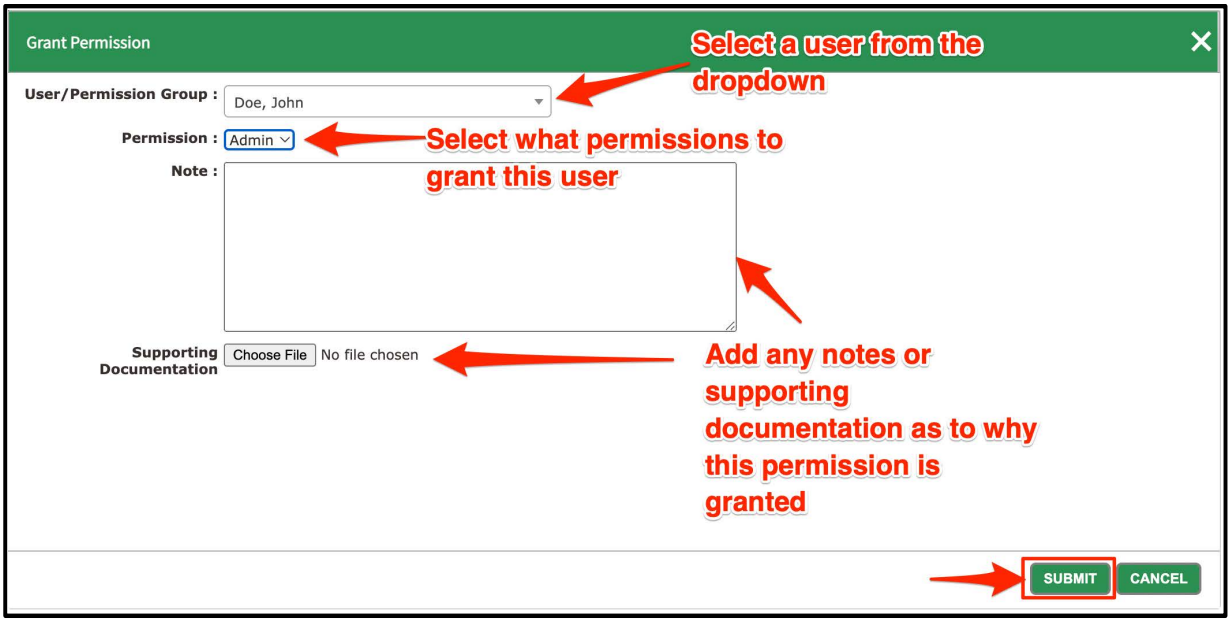
4. The Meta Study Edit Permissions page appears. **Note**: Individual access/permissions to the Meta Study include **Read**, **Write** and/or **Admin/Owner**. Select the intended individual from the drop-down to grant access. The default permission is **Read**. Also, individuals can be removed from the 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.





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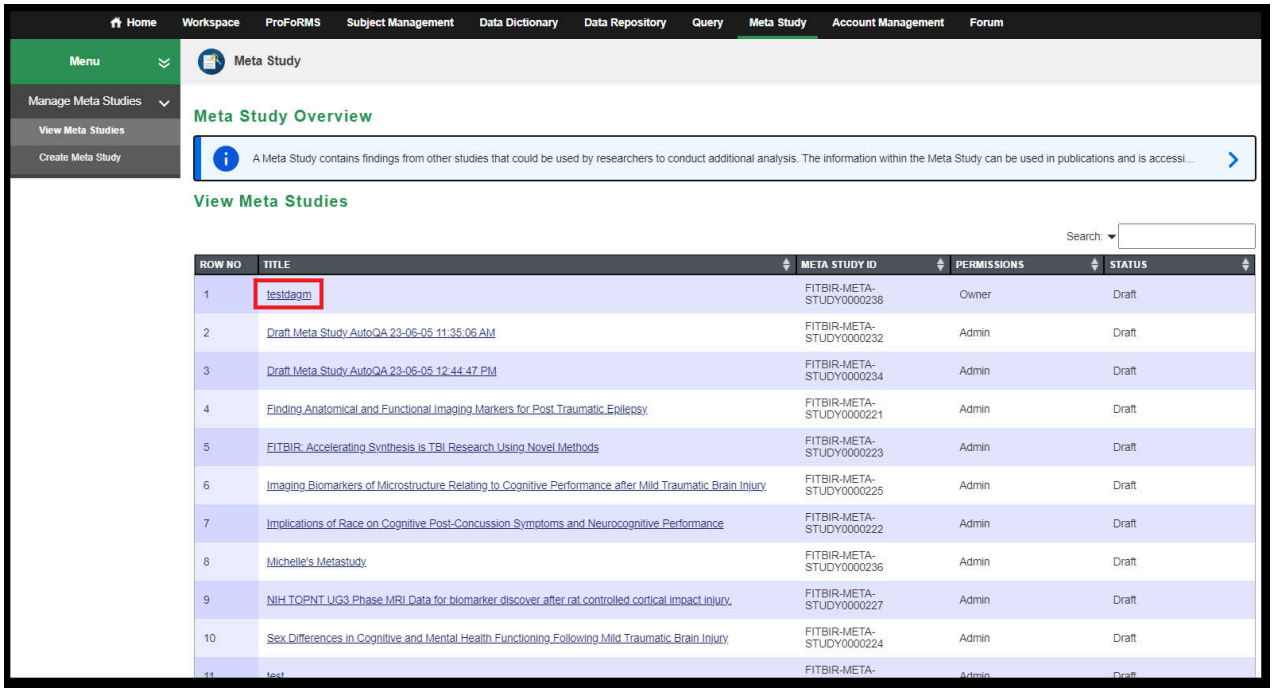
8.8 EDIT META STUDY

To Edit 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 one you wish to edit by clicking on its Title as shown below:



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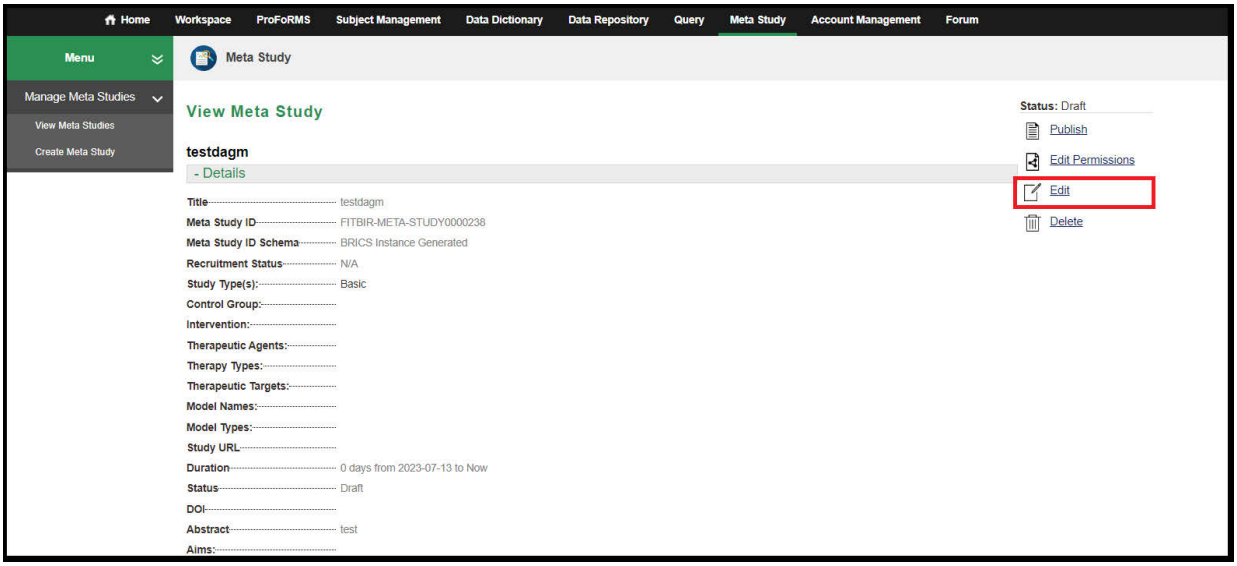
3. The **View Meta Study** page appears. Click on the **Edit** link located on the upper right-hand corner.



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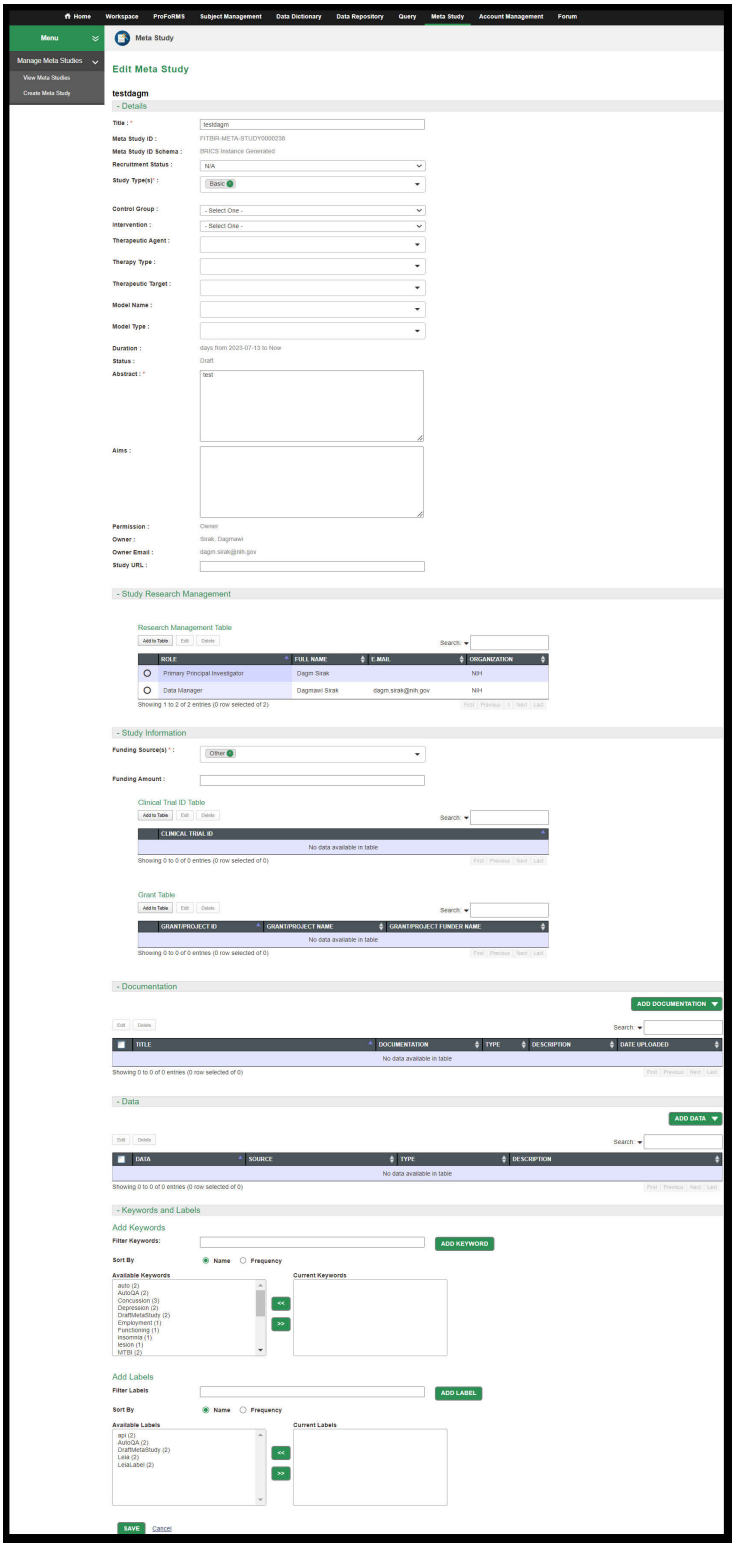
4. The **Edit Meta Study** page appears. Enter the appropriate details in the various sections of the Meta Study *(+Details, +Study Research Management, +Study Information, +Documentation, +Data and +Keywords*) sections. Click the **Save** button.



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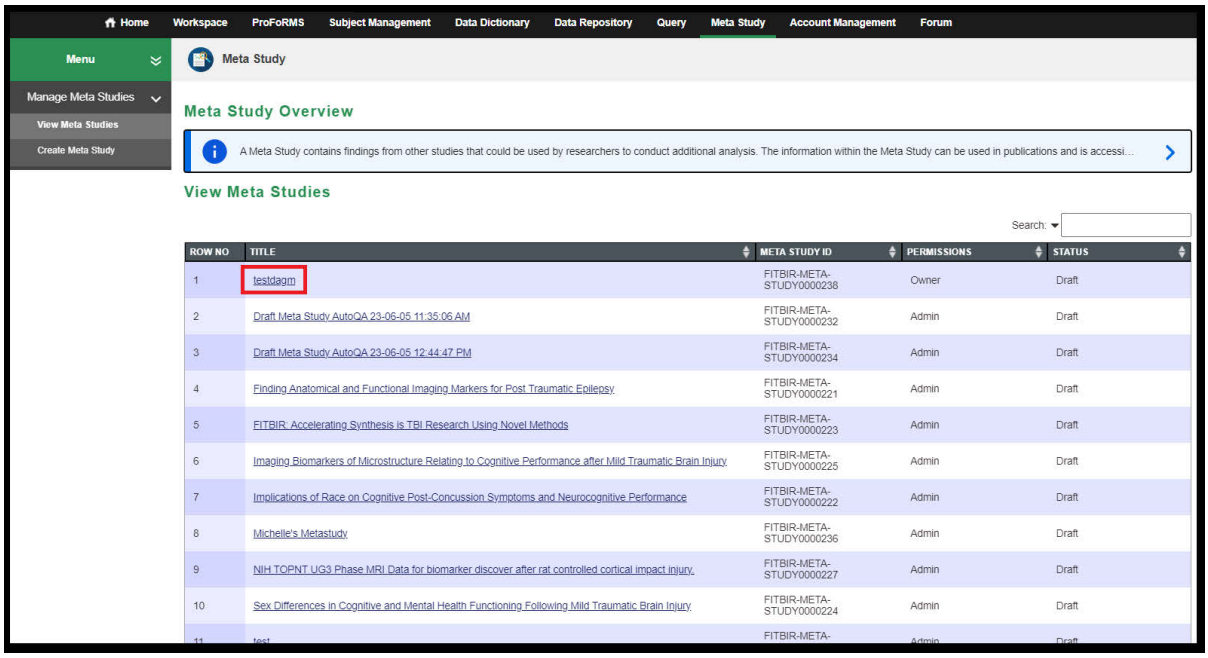
8.9 DELETE META STUDY

To Delete Meta Study**:** Perform the following actions:

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



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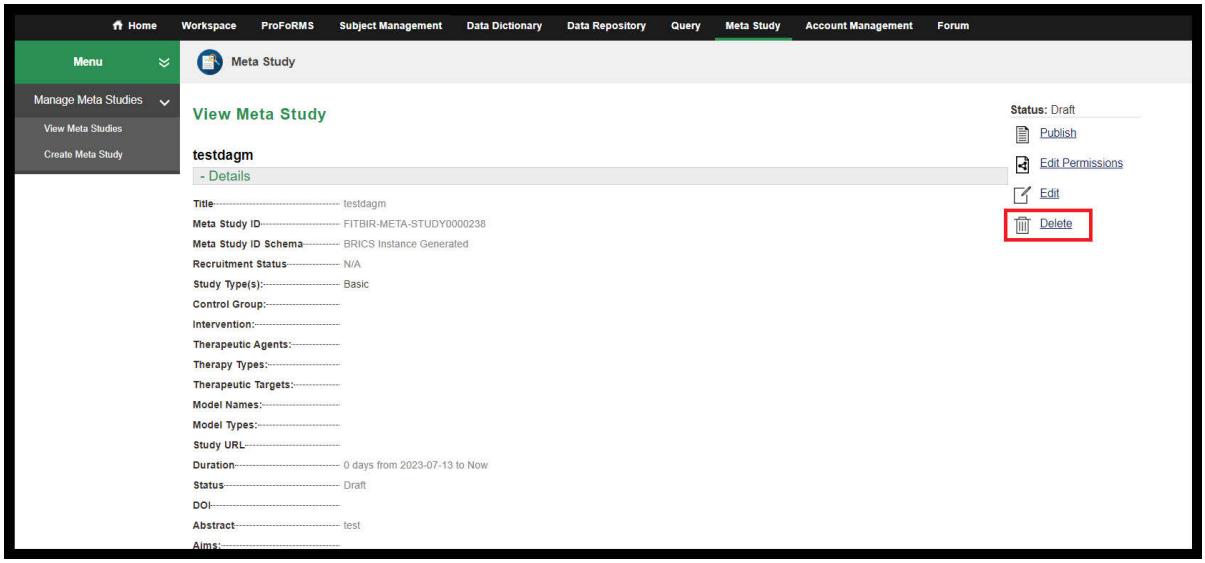
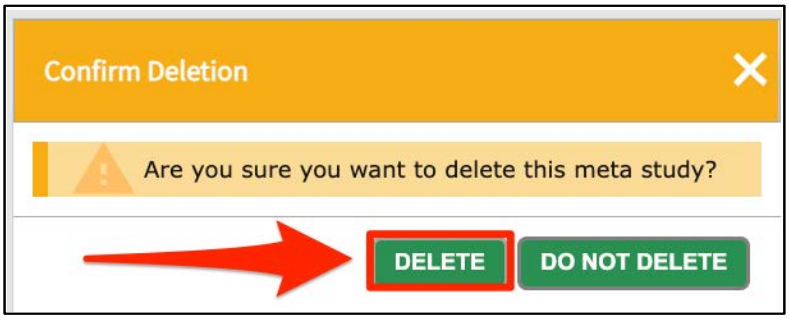
2. The **View Meta Study** page appears. Click on the **Delete** link located on the upper right-hand corner.



3. 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 published, only users with the right permissions can un-publish a Meta Study.
- Only Non DOI's can be deleted.

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