

# NMC-DSP Study Capture Tool

## A quick start to storing your study information in the NMC-DSP

Please realize that this is the first version of this document and that the study capture tool is still in development.

Through the studies menu you can either create, view or import studies (or study data). 'Create a new study' will guide you through several steps (described below) to include your study into the system. Question marks will explain what information is required. You can (quick)save your study to complete it at another point in time, or use 'import study data' to import large datasets (for example: many subjects) from an excel sheet into your study (see below). Metabolomics data from different platforms (assays) can be linked to your study.

### General note:

Templates are available at all steps of the create study wizard. With these templates you can define the information you want to store on your study. You can add extra fields to a template or make a new template if necessary. If possible, choose existing templates/field to allow comparison between studies.

## Create a new study:

### Step 1: Define the basic properties of your study

Choose appropriate template.

Fill out the fields, field indicated by an arrow are obligated. In some browsers (Firefox 4, Safari and Chrome) fields can be enlarged by dragging the indicated (lower right) corner of the text field. Use next to go to the next step (at the bottom of the page) or 'quick save' you study.

### Step 2: Add subjects to your study

Do not fill out if an excel file is used to upload the data (Studies → Import study data, see below). If you use the wizard for this step, report the number of subjects in your study and choose the template. Then add these subjects to your study and fill out the required information in the table.

### Step 3: Define all events that occur in your study

Any treatment, challenge or occurrence in your study can be defined in the events step. An event is defined as anything that happens to subject(s) in your study that is not resulting in a sample. All types of study design can be stored by using the grouping functionality in the first column of the events table, which appears after you have added the event. Do not forget to include each event in at least one group, otherwise it cannot be linked to subjects.

*Next: Assign subjects to event groups*

The sample events should be used to define when and how samples are taken within the study. Sampling events are defined as events that lead to the extraction of a sample from your subjects. From the combination of sampling events, subjects and groups, the system will automatically create samples. Choose the appropriate sample template. Each sampling event should be added separately.

### Step 4: Samples

The samples are generated; fill out the empty fields where necessary.

### Step 5: Assays

Add assays to your study; e.g. metabolomics on a LCMS platform. Do not forget to indicate both the template (e.g. metabolomics assay) and the module (e.g. metabolomics module).

*Next: Assign samples to assays*

Indicate which assays were performed on which samples.

### Step 6: Confirmation

Check your data, corrections can be made by going back to the corresponding steps in the wizard.

### Step 7. Done

You can view the study, edit the study again or create a new study.

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## **Import study data**

First check whether the correct template is available for your data-type; e.g. a human subject template with all the required fields for your study. The excel sheet should have this format: every study, subject, sample or event has its own row. It does not matter in what column which information is stored, as you can map the field in the template on the columns in your excel sheet. It does not matter how many headers are included in your excel sheet, as you can define in which row the first subject/ sample or event can be found.

### **Step 1: Import file**

Choose your excel file for import, the correct template and fill out the fields.

### **Step 2: Assign properties**

Map the information in your excel sheet on the field in the template using the dropdowns. If the correct property is missing, it can be added by correcting the template in step 1.

### **Step 3: Add information**

Add information to the table where necessary.

### **Step 4: Confirmation**

Check whether the information is correctly mapped and store you study.