

# Mica Upload Vignette

A tutorial on how to upload clinical metadata onto the Mica server

[www.eucanshare.eu](http://www.eucanshare.eu)



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# Data Upload

## Creating a new study description



An important part of the euCanSHare Data Catalogue is the study descriptions.

Studies are described in Mica, which contain information on the objectives, study design, population (cohort), data collection events etc.

**Other important parts are:**

- Data dictionaries (variable descriptions)
- Annotation of the variables

**Step 01:** In the [euCanSHare Platform -> Cohorts MGT. page](#), click on „euCanHare Mica“.



If you require to manage the content of the data catalogue you will **first need to request** the right permissions for the management tools:

**Request data manager access**

Then, you will have access to the oBiBa's data management tools.

Currently, these are the main data management tools of the euCanSHare's platform:

#### euCanSHare Mica

Portal to control published content of the euCanSHare Catalogue.

#### Central Opal

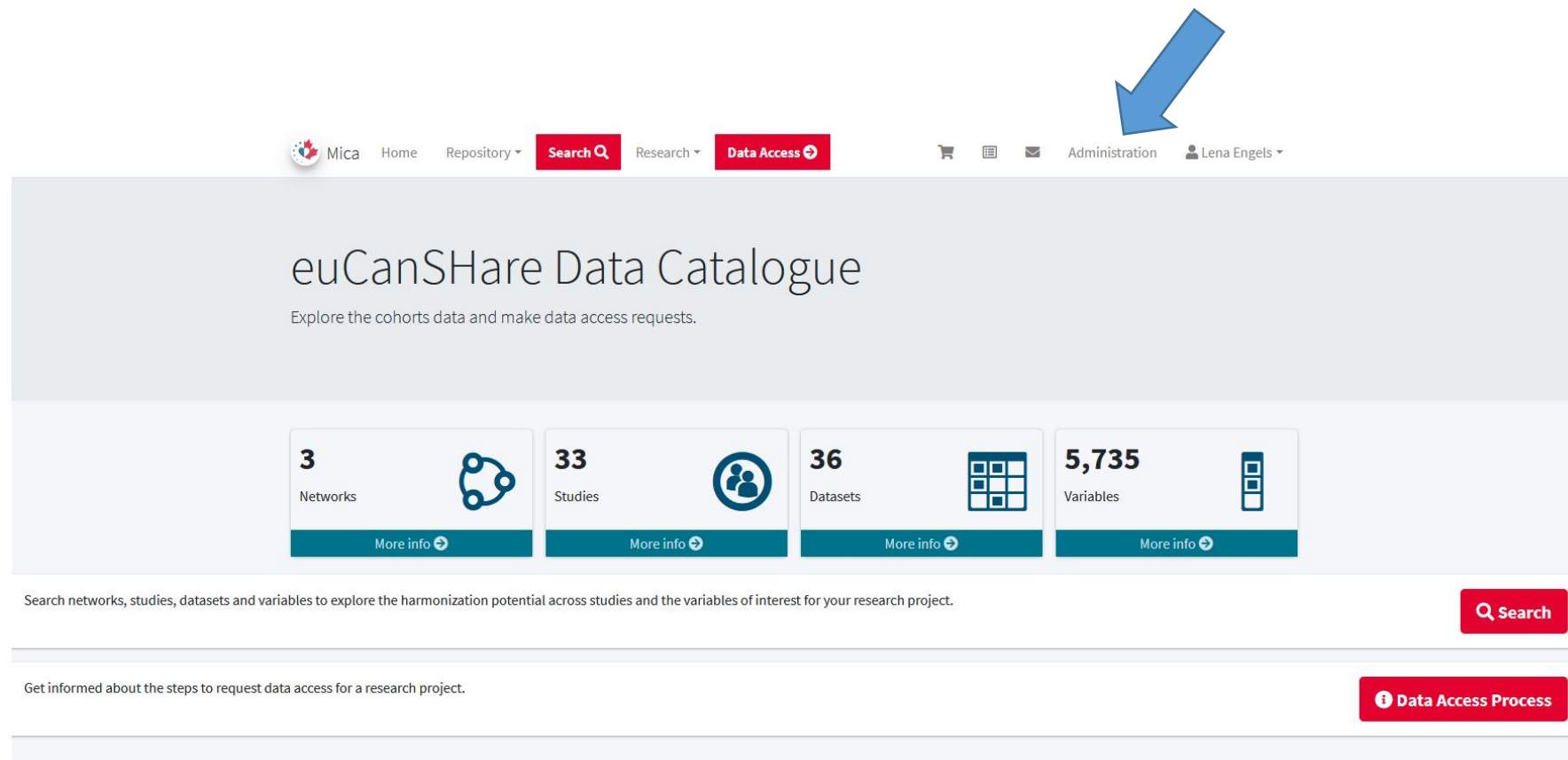
Data warehouse where to import, transform and describe cohorts data.

GO

GO

Requesting privileges to the data management tools, see [the euCanSHare Documentation page](#)

**Step 02:** On the appearing „euCanSHare Data Catalogue“, click on „Administration“.



The screenshot shows the homepage of the euCanSHare Data Catalogue. The top navigation bar includes links for Mica, Home, Repository, Search, Research, and Data Access. A blue arrow points to the 'Administration' link in the top right corner. Below the navigation bar, the main header displays 'euCanSHare Data Catalogue' and the tagline 'Explore the cohorts data and make data access requests.' The main content area features four cards: Networks (3), Studies (33), Datasets (36), and Variables (5,735). Each card has a 'More info' link. At the bottom, there are two search bars: one for searching networks, studies, datasets, and variables, and another for getting informed about data access steps.

Mica Home Repository Search Research Data Access Administration Lena Engels

## euCanSHare Data Catalogue

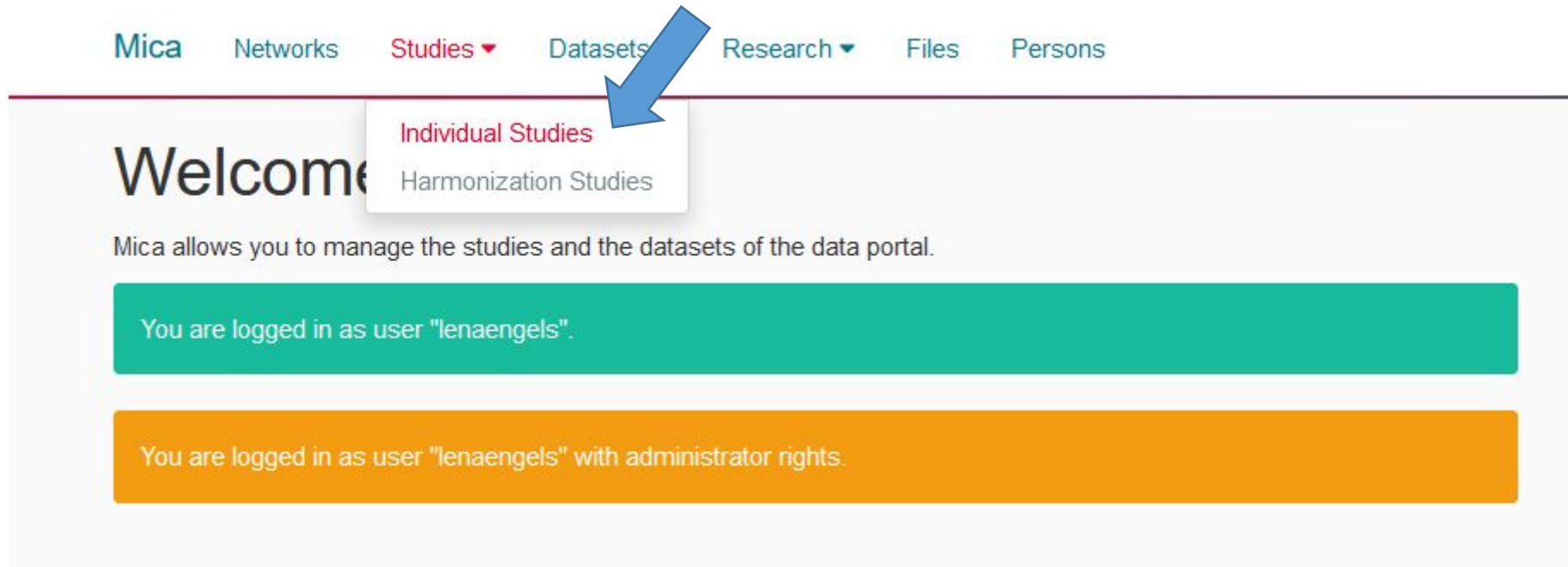
Explore the cohorts data and make data access requests.

Count	Category	Icon	More info
3	Networks		<a href="#">More info</a>
33	Studies		<a href="#">More info</a>
36	Datasets		<a href="#">More info</a>
5,735	Variables		<a href="#">More info</a>

Search networks, studies, datasets and variables to explore the harmonization potential across studies and the variables of interest for your research project.

Get informed about the steps to request data access for a research project.

**Step 03:** The „Welcome“ page will open, and under menu „Studies“, click on „Individual Studies“.



**Step 04:** In the appearing „Individual Studies“ page, click on „+ Add Study“.

Mica Networks Studies Datasets Research Files Persons Administration Catalogue Help Lena Engels

## Individual Studies

[+ Add Study](#) [Import Studies](#)

Q ID  ▼ All 20 « 1 2 » 1 - 20 of 35

ID ^	Acronym ^	Name ^	Published	Status	Last Update ^	Actions
<a href="#">atherogene</a>	en AtheroGene	en The AtheroGene Study	★ 2	Draft	Feb 25, 2021 9:29 AM	<a href="#">✎</a>
<a href="#">augzburg-_kora_</a>	en Augsburg (KORA)	en MORGAM Augsburg Study (Centre 26)	★	Draft	May 29, 2020 4:32 PM	<a href="#">✎</a>
<a href="#">brianza</a>	en Brianza	en MORGAM Brianza Study (Centre 57)	★	Draft	Oct 7, 2020 6:19 PM	<a href="#">✎</a>
<a href="#">bsc</a>	en BSC	en BSC Test Study	☆	Draft	Oct 24, 2019 11:14 AM	<a href="#">✎</a>
<a href="#">caerphilly</a>	en Caerphilly	en MORGAM Caerphilly Study (Centre 72, CAPS)	★	Draft	May 22, 2020 9:23 AM	<a href="#">✎</a>
<a href="#">catalonia</a>	en Catalonia	en MORGAM Catalonia Study (Centre 39)	★	Draft	Feb 10, 2020 10:40 AM	<a href="#">✎</a>
<a href="#">dan-monica</a>	en DAN-MONICA	en MORGAM DAN-MONICA Study (Centre 19)	★ 2	Draft	Nov 6, 2020 10:11 AM	<a href="#">✎</a>
<a href="#">egas00000000005</a>	en EGAS00000000005	en WTCCC case-control study for Coronary Artery Disease, Hypertension, T2D - combined cases	☆	Draft	Nov 23, 2019 11:30 AM	<a href="#">✎</a>

## Step 05a: In the long „New Study“ page, fill in the forms to provide a concise overview of the study design.

### Definition - Study:

A study is defined as any epidemiological study (e.g., cohort, case-control, cross sectional, etc.) involving collection of information on participants and conducted to better understand the distribution, progression or determinants of health and disease. A study can include one or more populations of participants. (*Maelstrom Research*)

Mica Networks Studies Datasets Research Files Persons Administration Catalogue Help Lena Engels

### Individual Studies / New Study

Logo  
Choose file

#### General Information

**Name**  
Test

Official study name.

**Acronym**  
Test

Acronym of the study.

**Opal Server**  
  
URL of the opal server for this study (if different from the default one).

**Objectives**  
B I H [Icons]  
Test test test  
Main objectives of the study.

**License Info.** This model (version 1.1.3) was released by Maelstrom Research under the Creative Commons License with Non Commercial and No Derivatives constraints.

**Start Year**  
[Dropdown]

**End Year**  
[Dropdown]

**Website**  
  
[Text Area]

**Funding**  
  
[Text Area]

**Supplementary Information**  
  
[Text Area]



## Step 05b: In the “Access” section, give details (restrictions, costs, supplementary information) on how data and biosamples can be accessed.

### Access

#### General Information

##### Availability of data and biosamples

Data

☒ Yes ☐ No ☐ N/A

Biosamples

☐ Yes ☒ No ☐ N/A

Other

☐ Yes ☒ No ☐ N/A

☒ Add restrictions

#### Restrictions

##### Sector of research

###### Data

Investigators from the public sector

☒ Yes ☐ No ☐ N/A ☐ Don't know

Investigators from the private sector

☐ Yes ☐ No ☐ N/A ☒ Don't know

Investigators from not-for-profit organization

☒ Yes ☐ No ☐ N/A ☐ Don't know

###### Biosamples

Investigators from the public sector

☐ Yes ☐ No ☐ N/A ☐ Don't know

Investigators from the private sector

☐ Yes ☐ No ☐ N/A ☐ Don't know

Investigators from not-for-profit organization

☐ Yes ☐ No ☐ N/A ☐ Don't know

##### Supplementary information about sector of research

☒ Add fees

##### Availability of access information

☒ On the study website

☐ By contacting the study representative

#### Transfer

##### Data

Can leave the study facility

☐ Yes ☐ No ☐ N/A ☐ Don't know

Can leave the country

☐ Yes ☐ No ☐ N/A ☐ Don't know

##### Biosamples

Can leave the study facility

☐ Yes ☐ No ☐ N/A ☐ Don't know

Can leave the country

☐ Yes ☐ No ☐ N/A ☐ Don't know

##### Supplementary information about transfer

Later (autumn 2022 ->), you may give more information on data access in this section; e.g. specify the EGA Data Access Committee, if the data are archived in EGA, or details on Automatable Discovery and Access Matrix (ADA-M).



**Step 05c:** After all possible forms have been filled out and saved, go to the end of the Study page. In “Members” section, give someone as a contact person (with contact information) and you can list also study investigators (PI etc.). Then, click on „+ Add Population“.

The screenshot shows a web form titled "Marker Paper". It contains several input fields: a large text area for the title, a "Pubmed ID" field, and a "Members" section. The "Members" section is highlighted with a blue oval and contains two rows: "List of contacts" with a "+ Add contact" button, and "List of investigators" with a "+ Add investigator" button. Below the "Members" section is the "Populations" section, which contains a red "+ Add Population" button. A blue arrow points from the bottom of the "Members" section to the "+ Add Population" button. At the bottom of the page, there is a footer with the text "© 2020 OBiBa Documentation Sources".

Marker Paper

Pubmed ID

Members

List of contacts + Add contact

List of investigators + Add investigator

Populations

+ Add Population

© 2020 OBiBa Documentation Sources

**Step 06:** On the appearing „Edit Population []“ page, provide any comfortable and sensible ID number under „ID“ and comprehensive name under „Name“. Fill in all forms until end of page. This step should be completed for each defined study population.

Individual Studies / test

◀ Edit Population []

General Information

ID

01\_test ✓

Name

Test

Description

B I H [Rich Text Editor Icons]

Selection Criteria

Gender

Minimum age

Maximum age

Pregnant women

☐ First Trimester

☐ Second Trimester

☐ Third Trimester

Countries ISO

Territory

Ethnic Origin

+ Add Ethnic Origin

### Definition - Population:

A population is a subgroup of individuals sharing common selection criteria for enrollment in a study. For example, mothers, fathers and children would be 3 distinct populations in a pregnancy cohort, or cases and controls would represent two populations in a case-control study. A population is linked to one or more data collection events according to the number of participants' follow-ups (or waves of data collections).  
(Maelstrom Research)

**Step 07:** At the end of the page, click on „Save“.

If any essential information is missing, the page will display the corresponding form with a red frame.

Recruitment

**Sources of recruitment**

☐ General population

☐ Specific population

☐ Participants from existing studies

☐ Other

The population(s) from which individuals are recruited to participate in the study.

**Supplementary Information**

**Number of participants**

**Number of participants**

☐ No Limit

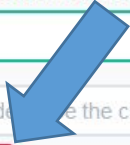
**Number of participants with biosamples**

☐ No Limit

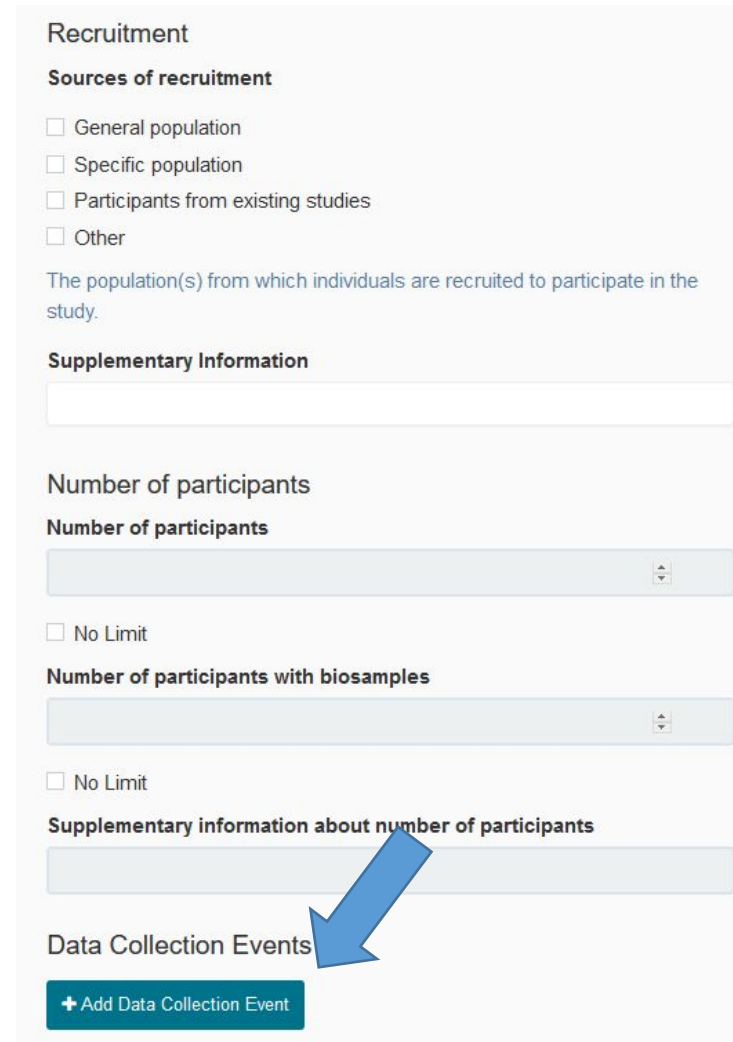
**Supplementary information about number of participants**

Add a comment to describe the changes.

Cancel Save



**Step 08:** A complete overview page will appear with the filled-in forms and a visualization of the „Study Timeline“, if provided.  
We are now ready to add data collections to this study by clicking on „+ Add Data Collection Event“ at the bottom of the page.



The screenshot shows a web form for study configuration. It includes sections for recruitment sources, supplementary information, participant numbers, and data collection events. A blue arrow points to the '+ Add Data Collection Event' button at the bottom.

**Recruitment**

**Sources of recruitment**

- ☐ General population
- ☐ Specific population
- ☐ Participants from existing studies
- ☐ Other

The population(s) from which individuals are recruited to participate in the study.

**Supplementary Information**

**Number of participants**

**Number of participants**

☐ No Limit

**Number of participants with biosamples**

☐ No Limit

**Supplementary information about number of participants**

**Data Collection Events**

[+ Add Data Collection Event](#)

**Step 09:** On the „Edit Data Collection Event“ page, provide short ID (e.g. 01\_test\_baseline), give a „Description“ on the collected data, as well as the „Data Sources“. This step should be completed for each Data Collection Event.








Individual Studies / test

← Edit Data Collection Event [01\_test:]

ID  
01\_test\_baseline ✓

Name

Description  

B I H       

Start Year

Start Month

End Year

End Month

**Data sources**

- ☐ Questionnaires
- ☐ Cognitive measures
- ☐ Physical measures
- ☐ Biosamples
- ☐ Administrative databases
- ☐ Omics
- ☐ Imaging
- ☐ Others

Source from which information is generated/extracted

### Definition - Data Collection Event:

A data collection event is a collection of information and/or samples gathered at a specific period of time (e.g., baseline, follow-up 1, follow-up 2) about a given population. (*Maelstrom Research*)

**Step 09 continues:** Fill in all relevant categories in the given checkboxes. Select all categories from which data are collected in this data collection event. See the [list of the additional study-level categories](#) (slides 6-10).

#### Biosamples (MIABIS)

- ☐ Blood
- ☒ DNA
- ☐ Faeces
- ☐ Immortalized Cell Lines
- ☐ Isolated Pathogen
- ☐ Plasma
- ☐ RNA
- ☐ Serum

Biosamples are collected.

#### Lifestyle data

- ☐ Nutrition
- ☒ Physical activity
- ☒ Smoking
- ☐ Alcohol
- ☐ Other

Lifestyle data

#### Data types

- ☒ Sociodemographics
- ☒ Lifestyle data
- ☒ Biomarkers
- ☒ Omics
- ☒ ECG
- ☒ Imaging
- ☒ Diseases and/or death
- ☒ Environmental

Data types

#### Sociodemographics

- ☐ Marital/partner status
- ☒ Ethnicity, race, and religion
- ☒ Income, possessions, and benefits
- ☐ Education

Sociodemographics

#### Omics

- ☒ Genomics

#### Cardiovascular diseases

- ☐ Diabetes mellitus (E10-E14)
- ☒ Disorders of lipoprotein metabolism and other lipidaemias (E78)
- ☐ Hypertensive diseases (I10-I15)
- ☒ Ischaemic heart diseases (I20-I25)
- ☐ Valve disorders (I34-I37)
- ☐ Conduction disorders and cardiac arrhythmias (I44-I49)
- ☐ Heart failure (I50)
- ☐ Diseases of the circulatory system falling into multiple categories
- ☐ Death
- ☐ Cerebrovascular diseases (I60-I69)

Cardiovascular related disease

Add a comment to describe the changes.

Cancel

Save

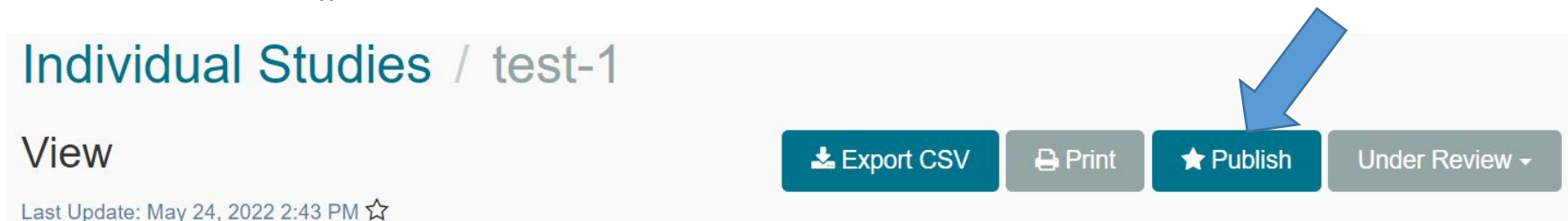
**Repeat** the Step 09 for each data collection event, e.g. "Re-examination", "1st Follow-up",...

**To make the Study description publicly available in the catalogue:**

On the top of the descriptions page „Draft“ -> „To Under Review“...



... and then „Publish“



**Step 10:** In the following overview page, click on menu item “Datasets” and then „Collected Datasets” in order to describe the dataset(s) of the variables and add a connection to the Opal server-deposited datasets.





**Step 11:** Click on „+ Add Dataset“. In „New Collected Dataset“ page, fill in the forms to provide a short description of the dataset (variables) included. Separate variables collected in each data collection event as an own dataset. At the bottom, click on „Save“.

Collected Datasets

[+ Add Dataset](#)

Q ID  ▼ All ▼ 20 ▼ « < 1 2 3 > »

ID ▲	Acronym ▼	Name ▼	Published	Status	Last Update ▼
<a href="#">test</a>	<span>en</span> test	<span>en</span> test	☆	Draft	May 29, 2020 4:28 PM
<a href="#">tfr</a>	<span>en</span> tfr	<span>en</span> temp_FR	★	Draft	Mar 11, 2021 10:00 AM
<a href="#">tfr-1</a>	<span>en</span> TFR	<span>en</span> Temp_FR	★	Draft	Mar 11, 2021 10:09 AM
<a href="#">tfr-2</a>	<span>en</span> tfr	<span>en</span> Temp_FR	★	Draft	Mar 11, 2021 11:33 AM

**Definition - Dataset (study-specific):**

A study-specific dataset is the list of information (variables) collected within a given data collection event.  
*(Maelstrom Research)*

**Dummy data:**  
See the instructions  
[https://eucanshare.bsc.es/platform/?page\\_id=1538](https://eucanshare.bsc.es/platform/?page_id=1538)

☒ This dataset is linked to a dummy table

**Dummy Project**

Required

**Dummy Table**

Required

Add a comment to describe the changes.

**Step 12:** It is then possible to add a corresponding „Study Table“ to your study, which is a combination of your Mica study population and its associated Opal clinical data. Click on „+ Add Study Table“. You had to create the Opal table first according the instructions „How to upload data to Opal“ [https://eucanshare.bsc.es/platform/?page\\_id=1519](https://eucanshare.bsc.es/platform/?page_id=1519)

Collected Datasets / test

View

Last Update: May 29, 2020 4:28 PM ☆

General Information

Name

test

Acronym

test

Description

Entity Type

Participant

Study Table

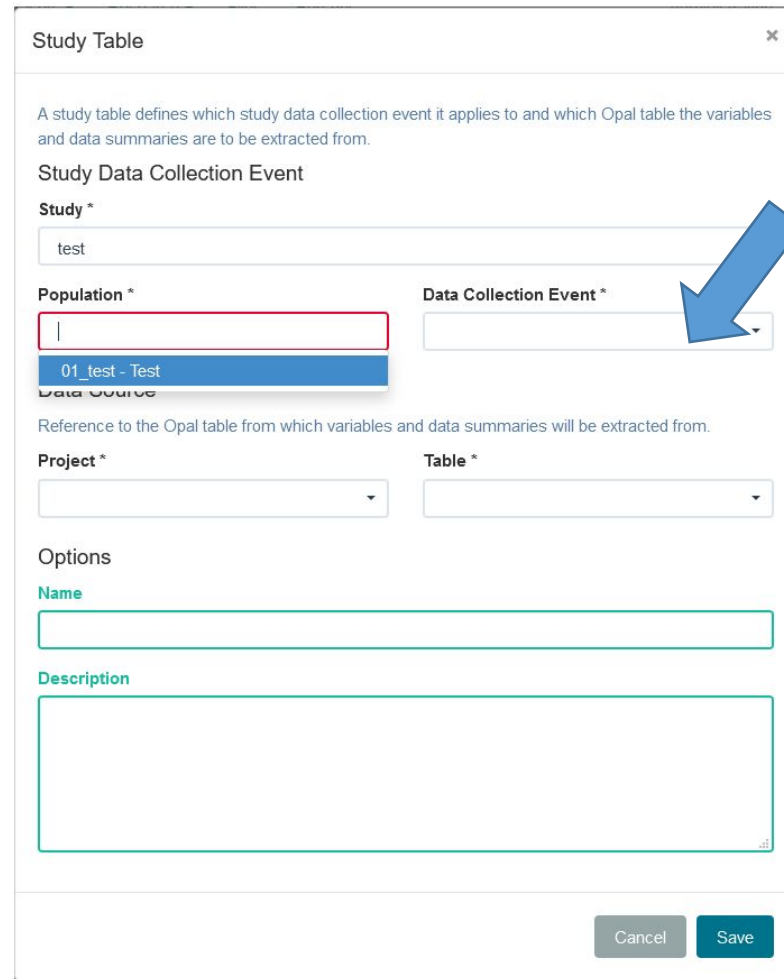
A study table defines which study data collection event it applies to and which Opal table the variables and data sources are to be extracted from.

+ Add Study Table

Edit Share Print Draft

**Annotations of the variables:**  
See the instructions (logging in needed)  
[https://eucanshare.bsc.es/platform/?page\\_id=1542](https://eucanshare.bsc.es/platform/?page_id=1542)

**Step 13:** A „Study Table“ window will pop up.  
Under „Study \*“, find your population (ID from Step 11), and  
then under „Population“, the corresponding Population will be  
displayed. Select the name of your „Data Collection Event“,  
where you can have several (e.g. Baseline / Follow-up).



The screenshot shows the 'Study Table' window with the following fields and options:

- Study \***: A text input field containing 'test'.
- Population \***: A dropdown menu with '01\_test - Test' selected.
- Data Collection Event \***: A dropdown menu with a blue arrow pointing to it.
- Project \***: A dropdown menu.
- Table \***: A dropdown menu.
- Options**:
  - Name**: A text input field.
  - Description**: A text area.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

**Step 14:** Finally, select the name of the associated Opal data under „Table \*“.

Study Table

×

A study table defines which study data collection event it applies to and which Opal table the variables and data summaries are to be extracted from.

Study Data Collection Event

Study \*

test

Population \*

01\_test

Data Collection Event \*

01\_test

Data Source

Reference to the Opal table from which variables and data summaries will be extracted from.

Project \*

Template

Table \*

template

Options

Name

Description

Cancel

Save

## Step 15: Click on „Save“.

### Study Table ×

A study table defines which study data collection event it applies to and which Opal table the variables and data summaries are to be extracted from.

#### Study Data Collection Event

Study \*

test

Population \*

01\_test

Data Collection Event \*

01\_test

#### Data Source

Reference to the Opal table from which variables and data summaries will be extracted from.

Project \*

Template

Table \*

template

#### Options

Name

Test

Description

Test Study

Cancel

Save



**Step 16:** A small overview of the „Study Table“ will appear on the right side.

EditSharePrintDraft

Study Table

A study table defines which study data collection event it applies to and which Opal table the variables and data summaries are to be extracted from.

Study	test
Population	01_test
Data Collection Event	01_test
Project	Template
Table	template
Name	en Test
Description	en Test Study

**Step 17:** We are now ready to publish the dataset (i.e. adding the variable descriptions to the public catalogue) by clicking on „Draft“ and then „To Under Review“.

[Mica](#) [Networks](#) [Studies ▾](#) [Datasets ▾](#) [Research ▾](#) [Files](#) [Persons](#) [Administration](#) [Catalogue](#) [Help](#) [Lena Engels ▾](#)

## Collected Datasets / test

View

Last Update: Mar 15, 2021 2:58 PM ☆

General Information

**Name**

test

**Acronym**

test

**Description**

**Entity Type**

Participant

Edit

Print

Draft ▾

→ To Under Review

→ To Deleted

Study Table

A study table defines which study data collection event it applies to and which Opal table the variables and data summaries are to be extracted from.

Study	<a href="#">test</a>
Population	01_test
Data Collection Event	01_test
Project	Template
Table	template
Name	<span>en</span> Test
Description	<span>en</span> Test Study



## Step 18: At last, publish by clicking on „Publish“.

### Collected Datasets / test

View

Last Update: Mar 15, 2021 2:58 PM ☆

General Information

Name

test

Acronym

test

Description

Entity Type

Participant

Print

Publish

Under Review ▾

#### Study Table

A study table defines which study data collection event it applies to and which Opal table the variables and data summaries are to be extracted from.

Study	<a href="#">test</a>
Population	01_test
Data Collection Event	01_test
Project	Template
Table	template
Name	<span>en</span> Test
Description	<span>en</span> Test Study

**You're done!** The study description is now available in the euCanSHare data catalogue

<https://mica.eucanshare.bsc.es/> -> Description of Studies