

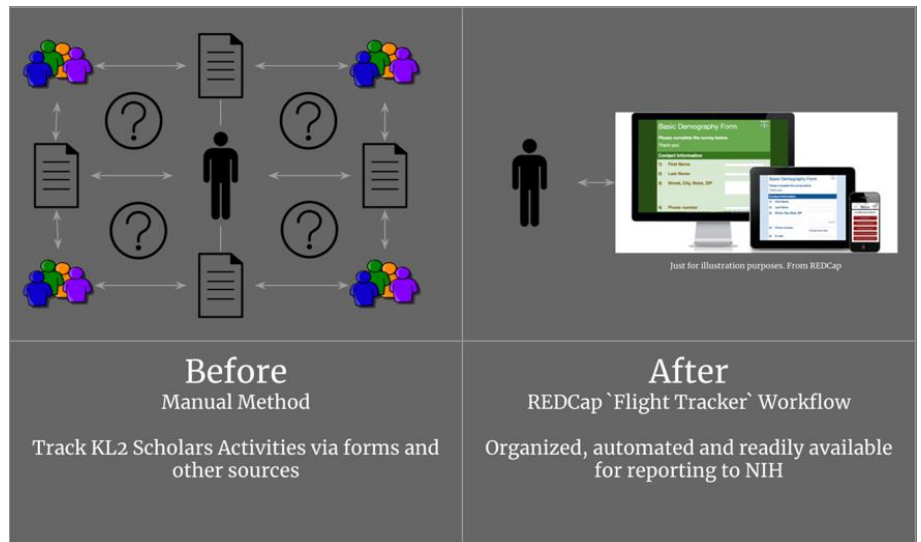
## A Case Study for Building a KL2 Scholars Database of Academic Activities Integrated into 'Flight Tracker' Software

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**Introduction:** REDCap's Flight Tracker for Scholars is software that is designed to track the academic career development of biomedical KL2 scholars. NJACTS currently tracks the activities of each junior faculty member participating in their career development training program manually via forms and other sources. By integrating onto this digital platform with the novel use of this unique software, current data will be readily available for reporting to the NIH, preparation of grant applications by scholars, and support the management of individual scholars.

**Methods:** A multi-step process was used in order to input KL2 scholars' data into REDCap's Flight Tracker database.

- Determine unique identifiers in the current process.
- A generic Excel worksheet template was created to use for each scholar to input data into Flight Tracker.
- The process to add/modify scholar data can be done by uploading the Excel file (scholars in bulk) or manually through the 'Add New Scholars' feature.
- By using the scholars in bulk feature from the Data Import tool, the Data Import Template (click Download your Data Import Template) is downloaded and saved as a CSV file.
- The template is opened, and the data is entered (identifiers finalized in first step). At completion, the file is saved. From the Data Import tool, click Browse to select the file and click Upload File. The Data Import Tool will display the number of records that were created or modified during the import to allow confirmation that all records were imported.
- Upon upload, all records will import immediately. Imported CSV data will be displayed for correction purposes before they are inserted into the database.



**Results:** We attended Vanderbilt University's Flight Tracker Consortium monthly meetings, reviewed on-line tutorials, and discussed with individuals from REDCap's support team at Rutgers to learn more about the software and its use.

Due to delays in acquiring the Flight Tracker software and encountering many technical issues, we were unable to generate final reports. However, we created an Excel File in a CSV format with all relevant attributes and uploaded and imported the scholar's data into REDCap's Flight



Tracker software database. While we were unable to generate reports or view imported data, we captured all of the instructions required to enter and import data, as well as to perform and generate reports. The diagram shows the complexity of the previous process, requiring manual steps and the current process allowing us to add scholar's data and generate reports in an organized and automated workflow using REDCap's Flight Tracker.

**Discussion:** Despite the challenges, we captured all of the details required such that we are now able to use Rutgers REDCap Flight Tracker Software to document academic achievements of our KL2 Scholars. Further, we will be a resource for the greater Rutgers Community with our experience, as institutional support and consulting is limited.