**International Project on Cardiovascular Disease in Russia**

**User guide for registering to use the Know Your Heart meta-data website**

The International Project on Cardiovascular Disease in Russia (IPCDR) was conducted in order to try and understand why Russia has much higher CVD mortality than most other countries. Further information can be obtained from our main web-site : <https://knowyourheart.science/>

The Know Your Heart study was a central part of IPCDR. It is a cross-sectional study conducted in 2015-18 in two Russian cities (Novosibirsk and Arkhangelsk). A detailed summary of the rationale, aims and fieldwork conducted has been published in Wellcome Open at : <https://wellcomeopenresearch.org/articles/3-67>

Bona fide researchers may apply to the study steering group for an anonymised subset of the data. The primary criteria used by the steering group are scientific coherence of the proposed use of the data and the match between the stated aims of the proposed research and the variables requested. This means that applicants need to justify the sets of variables they wish to have. In some instances the research topic of the application may be close to or replicates ongoing research either within the core team or by previous applicants. In these cases this overlap would be communicated to the applicants with a suggestion for the way forward.

**Overview of the Know Your Heart meta-data website**

The Know Your Heart metadata repository allows registered users to browse the variable-level metadata for the Know Your Heart study. The system allows the user to create baskets of variables which they can then submit to the Know Your Heart team, who will then provide the user with the data associated with the submitted variables (after scientific review).

The site does not provide direct access to the data themselves.

The metadata website provides the following functionality:

* Register as a user
* Download the user guide for searching for variables
* Browse the entire catalogue of datasets available, including full descriptions of the variables and supporting information
* Create baskets of variables
* Baskets can be edited, and deleted if required
* Download as .csv file your chosen list of variables that will accompany your completed application proforma (see below)
* Download proforma for applications for data plus instructions on how to submit this request

The URL for the site is:

<https://metadata.knowyourheart.science/>

**How to register to use the meta-data website**

Go to the URL above.



There are 5 options available:

**Login** is for users who have had their registration confirmed.

**Register** allows you to request access to the site

**Project Documents** – provides a list of downloadable documents associated with the study including quewstionnaires in English and Russian

**IPCDR website** provides a link the main (public) site for the International Project on Cardiovascular Disease in Russia

**Download user guide**: This introductory guide describes how to register as a new user. If you are not sure then do refer to this document.

Select the **Register** option.



Here you can provide details of your request to be registered. Files marked with a red asterisk (\*) cannot be left blank.

|  |  |
| --- | --- |
| Username \* | This username is referred to on the screen when you are using the website, and can be anything you would like to be known by. |
| Email \* | This is used for logging on to the system |
| Password \* | This controls your access to the system. |
| First Name |  |
| Last Name |  |
| Position | A brief job title, or summary of your professional status. |
| Institution | Name of main institution to which you belong |
| Institution Address | Address of main institution |
| Department Project Url | A URL for the institution to which you belong |
| Interest Reason | A short description of why you want to access the metadata site and request data from the KYH team. |

1. Fill in the details as appropriate. Please take special care with your password. It is case-sensitive.
2. Once you have completed the form, please select the Register button at the bottom.
3. You are returned to the initial login screen.

If you try to login immediately you will see the following screen:



Notice the note in blue.

Once your registration has been accepted, you will receive an email from the administrator confirming that you can now use the site:

Status update

Your request to have access to the Know Your Heart metadata archive has been accepted.  Your status is Accepted. You can now log on using the password your set up when you applied.

You are now able to login and use the site.

## Logging In

1. Go the metadata site url
2. Select the Login option
3. Enter your email address and password.
4. Select Login option



You will see the screen above.

The “Download data request guide” provides you with another document that provides details on using the site to create baskets of variables and a proforma that must be completed and returned (by email) to the project team.