



Application for Access to REDCap Servers

NOTE – For access to the REDCap Production or Surveys Servers, you also need to (a) attach a PDF of your approved/signed PHIA certificate and (b) if you're the first applicant for the research project listed on this form, attach a PDF of the project's up-to-date REB approval letter.

If you're applying to access the REDCap Production Server, you must also submit an *Application for Access to Secure Research Environment*.

Return your completed form to: redcap@umanitoba.ca

Name _____

Position _____

Unit/Dept/Organization _____

Room #/Address _____

Phone _____

E-address (institutional) _____

Principal Applicant _____

Title(s) of research project(s) as found on ethics application

For access to the REDCap Production or Surveys Servers, have you sent CHI your:

Approved UM PHIA certificate: Y _____ N _____

Approval from University of Manitoba Research Ethics Board: Y _____ N _____



REDCap SERVER ACCESS REQUIRED (check all that apply):

- Production Server** – if team members will be entering data
- Surveys Server** – if project involves study participants completing online surveys
- Training Server** – to learn about REDCap/ Set up projects without real data

SIGNATURES:

We have read the attached REDCap User Agreement and understand violation of any of the terms of the agreement may lead to access privileges being suspended, as well as further disciplinary action taken by the UM and/or CHI.

(Agreement on separate page)

Applicant _____ Date _____

Principal Applicant _____ Date _____

FOR OFFICE USE ONLY:

	Production Server	Surveys Server	Training Server
Username assigned	_____	_____	_____
Date user notified	_____	_____	_____
Expiry date	_____	_____	_____
Completed by	_____	_____	_____

Last rev: 09 Aug 2016



REDCap User Agreement

By signing this agreement, you understand and agree to use CHI's implementation of REDCap as described below. Part I describes terms applicable to all REDCap users, Part II applies to Principal Investigators (PIs). For additional information, please see the document "Getting Access to REDCap" at <http://chimb.ca/redcap>.

Part I - All REDCap Users:

General:

- An account on any of the REDCap servers is assigned to a specific individual and may not be shared with others.
- You are encouraged to obtain training in REDCap by attending CHI's REDCap training sessions or, by viewing online training videos. An up-to-date schedule of training sessions is listed on the home page of each REDCap server.
- Although all reasonable efforts are undertaken to maintain uptime, security, and integrity of data on all servers, system failures, breach of servers and non-recoverable loss of data are possible.
- All users must comply with data management audits that may be conducted by UM Research Quality Management or similar units.

REDCap Training Server:

- The Training Server may only be used to learn about REDCap and to set up/test projects without entering real data. You may not enter real data – even if de-identified – into projects on this server.

REDCap Production and Surveys Servers:

- The Production and Surveys Servers may only be used for research projects that have been approved by the UM Research Ethics Board (REB) and have received other applicable approvals.
- A copy of your UM PHIA (Personal Health Information Act) training certificate must be sent to CHI prior to applying for access to these servers.
- Protected Health Information and other forms of personal identifiers such as patient/subject names, addresses, Personal Health Information Numbers, etc. may not be stored on the REDCap Surveys Server. They may be stored on the REDCap Production Server, as long as REB approval for doing so has been granted.
- Under no circumstances may REDCap be used to store data required for clinical care.
- Data may be transferred from the REDCap Surveys Server to the Production Server but data may not be transferred from the Production Server to the Surveys Server.
- Data, including de-identified data, may only be exported from these REDCap servers onto devices approved by MedIT, the Faculty of Health Sciences IT group. Hardware encrypted drives are highly recommended for storage of data exported from REDCap.



- Protected Health Information may only be exported from REDCap if approval for this has been expressly provided by the UM REB.
- All data using REDCap must be treated as personal and confidential.

Part II – Responsibilities of Principal Investigators of Teams Using REDCap:

- Provide CHI (via redcap@umanitoba.ca) with a copy of up-to-date University of Manitoba REB approval letters for each project that will be housed on the REDCap Production or Surveys Server.
- Authorize the application for REDCap accounts by members of your study team and inform the REDCap team when members no longer require their accounts.
- Ensure that your team members do not share their REDCap accounts or use others' accounts.
- Ensure that all REDCap users with access to your study data have sufficient training in REDCap to perform their tasks.
- Ensure that all REDCap users with access to study data have appropriate limits to their access within each project. This access must be kept up to date as study personnel leave or change roles. For example, study personnel who are performing only data entry do not need access to data for the entire study or the ability to export data.
- Inform CHI of the date on which study data should be deleted, once this date is known.
- Let CHI know if an auditor from a sponsor or another institution has requested access to data in REDCap.

SIGNATURES:

Applicant _____ Date _____

(Print) _____

Principal Investigator _____ Date _____

(Print) _____