An introduction to UoR REDCap

A secure web application for managing data collection in participant-based research

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What is REDCap?

- A secure web-based data collection tool for building surveys and databases

- Developed by Vanderbilt University as a clinical research data management solution

- Available under free licence to non-profit organisations
  - Used by over 4,500 organisations worldwide

- UoR REDCap hosted and managed on University network

How does it work?

- A project database consists of one or more **instruments**
  - Records link together instrument data

- Instruments can implemented as **data entry forms** (completed by logged-in REDCap users) or **surveys** (completed by participants)

- Supports cross-sectional and longitudinal data collection

- Data validation, reporting and quality control

- Data can be exported in CSV, R, SAS, SPSS, STATA for analysis

- Activity logging provides a full audit trail

Why use REDCap? - Security

- Secure environment for managing identifiable information

- User accounts/two-factor authentication

- User rights to view, edit and export data can be specified

- View/edit permissions can be set for each instrument and record

- Identifier fields can be tagged, allowing de-identified views and exports

Why use REDCap? - Usability

- Simple and intuitive to use, embedded helps, training videos

- Online access supports large teams and multi-site projects

- Features!
  - longitudinal scheduling
  - e-consent
  - secure file transfer
  - mobile app for offline data capture
  - API to connect to other applications

Rules 1

- Non-commercial research projects with a member of UoR staff as PI
  - Non-commercial research funded by commercial organisations, e.g. through industrial sponsorship, is OK

- Student and external user accounts must be sponsored by permanent academic member of staff
  - i.e. your supervisor – they will need a REDCap account
  - This will happen as part of the account setup process

- To set up a live project you must submit a **project request**
  - Student live projects must be authorised by the PI (supervisor)
  - Supervisor will be added to the project as part of project setup
  - Does not apply to practice projects

Rules 2

- Projects must be approved by a REDCap administrator to move from development (design) to production (live data collection)

- Confirmation of ethical approval for research projects must be provided: REC, REC reference, approval date, approval expiry date

- Student projects must be authorised to begin live data collection by the PI (supervisor)

Practice projects

- Anyone with a user account can set up a practice project

- Practice projects allow you to try out the full range of REDCap functionality

- … But must be maintained in **development status** only; they cannot be used for real data collection

REDCap is not a data archive

- When project is complete data should be exported and deposited in a **data repository** for long-term preservation and access
  - Use de-identification functions in data export to anonymise

- Then delete the project from REDCap (inactive projects left on REDCap will be deleted – but not without notice!)

- You can use the University's Research Data Archive or another suitable data repository to preserve and share your data
  - https://www.reading.ac.uk/research-services/research-data-management/preserving-and-sharing-data

UoR REDCap Terms of Use

In using the University of Reading (UoR) REDCap service you agree:

- to use REDCap in accordance with the REDCap License Terms, for non-commercial research, educational or operational projects which have a designated UoR PI/project lead only, or for practice purposes using dummy data only, and not to use REDCap as the basis for providing a service (either gratis or for a fee) to any third party;
- if you are a member of UoR staff: that you have completed UoR mandatory online Data Protection and Information Security training within the two years previous to requesting a UoR REDCap user account;
- that you have read and understood the following UoR Information Compliance Polices: the University's Data Protection, Information Security, Bring Your Own Device, Remote Working and Information Security Incident Response Policies;
- that you have read and understood the UoR Data Protection for Researchers guide;
- to process any identifiable data stored in REDCap in accordance with the requirements of the Data Protection Act;
- to use your access credentials to access REDCap only as long as you remain a member of a REDCap project;
- not to share your REDCap access credentials with anyone, and to change your password immediately if you suspect it may have been compromised;
- if you suffer, or suspect that you may have suffered, a data security compromise, to report the incident without delay to the owners of all projects which you have access to and to the REDCap Administrators, and if required to report an Information Security Incident in accordance with University procedure;
- if you are the Sponsor of a student or non-UoR user of UoR REDCap, to be responsible for the sponsored user's awareness of and compliance with the UoR REDCap Terms of Use.

- Use REDCap for non-commercial purposes and do not use it to provide services to a third party

- Must have read the University's **Data Protection** and other Information Compliance policies, and the **Data Protection for Researchers** guide*

- Sponsors responsible for the sponsored user's compliance with Terms of Use

- PIs/project owners responsible for compliance with Terms of Use

* https://www.reading.ac.uk/imps/data-protection/data-protection-and-research

Help and support

- Contact uor-redcap@reading.ac.uk

- REDCap Administrators process user account and project requests

- We do our best to help if you want to find out how to do stuff (but we're not REDCap experts)
  - Use the REDCap Help and FAQs, instructional text and training videos
  - Some user guides on the UoR REDCap web page

- Community of Practice Team provides a forum for users

UoR REDCap

- Access UoR REDCap here

- Request a REDCap user account

- Request a REDCap project

- Reset your REDCap password

- Contact uor-redcap@reading.ac.uk

DOWNLOADS

UoR REDCap Service Guide (PDF)

Data management in REDCap: a good practice guide (PDF)

UoR REDCap Terms of Use (PDF)

UoR REDCap Introduction presentation (PDF)

REDCap the Basics (PDF)

https://tinyurl.com/uor-redcap

Thank you

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