UoR REDCap Service Guide

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Where can I find REDCap and get help?

Visit the UoR REDCap web page to apply for a user account, apply for a project, and access UoR REDCap. Here you can download the UoR REDCap Service Guide and Data management in REDCap: a good practice guide .

If you have any enquiries, or want to find out whether REDCap would be suitable for your project, contact the UoR REDCap Administrators at uor-redcap@reading.ac.uk.

How is REDCap managed?

UoR REDCap is managed by the Research Engagement team in the Library. Hosting and systems administration is undertaken by DTS.

Enquiries and support requests should be addressed to uor-redcap@reading.ac.uk.

Can I try REDCap out?

If you are a member of the University, once you have a user account, you can create a practice project at any time. This will enable you to familiarise yourself with the application and its capabilities, and to test functionality. Practice projects require no authorisation, but may not be used for real data collection.

When setting up a practice project you should include the word PRACTICE in the project title, and for Purpose of the project you should select 'Practice / Just for fun'. Practice projects can be maintained in development status only

rights can be modified to prevent access to specified data instruments (e.g. a demographics instrument containing participant identifiers) and to allow export of de-identified data only. See Appendix 2 for a detailed specification of available user rights.

Because REDCap may be used in research that involves the processing of sensitive personal information, the UoR REDCap Terms of Use include a number of data protection-related requirements, including:

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UoR REDCap users can join the UoR REDCap Community of Practice Team to connect with other REDCap users in the University and share knowledge and skills. We also use the Team to share service communications, e.g. about software updates and training. You will be asked if you wish to join the Community of Practice when you request a user account. You can also contact us at any time to ask to join the Community of Practice.

What if I want REDCap to do something it doesn't do?

If there is something you want REDCap to be able to do, and you cannot find the required functionality in REDCap or in any of the helps or user guides, a further option is to explore the Repository of External Modules. This is a repository of curated external modules that can be downloaded and installed by a REDCap administrator. External modules are add-on packages of software that can extend REDCap's current functionality, and provide customisations and enhancements for REDCap's behaviour and appearance, at either system or project level. The modules have been created and submitted by software developers at various REDCap institutions around the world.

Anyone may search the repository for available modules, but modules can only be installed by a REDCap administrator. If you see a module you would like to be installed,

A description of user rights and full s

Appendix 1. 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

Device, Remote Working and Information Security Incident Response Policies;

that you have read and understood the UoR Data Protection for Researchers guide;

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Appendix 2. User rights and user roles

This table lists the user rights which can be edited by the project owner, and the default rights granted to the three user roles available in the standard project template (PI/Study Manager, Data Collector and Data Analyst/Statistician). The PI/Study Manager role will be assigned to the project owner when the Administrator sets up the project. The PI/Study Manager can modify the rights of other users on a project, and can modify the default user roles and create new user roles. Rights should be granted with caution, as permissions to view and export identifiable information carry risks relating to participant confidentiality and data protection, while permissions to edit and delete records may affect data integrity.

Note: when the project is created, the Administrator will also grant the project owner permission to create or copy projects, so that a copy of the project can be created if necessary to test design changes once it is in production. This permission is a universal user attribute, granted by modifying the REDCap user profile, and is not a user right specific to a project.

USER RIGHT	NOTES

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[redacted]

USER RIGHT	NOTES	PI/STUDY MANAGER	DATA COLLECTOR	DATA ANALYST/ STATISTICIAN
Survey Distribution Tools	Grants user access to manage the public survey URLs, participant contact lists, and survey invitation log. Email addresses (i.e. identifiable information) may be listed for the participant contact lists and invitation logs. Emails can be downloaded to a device.	Yes	Yes	No
Calendar	Grants user access to track study progress and allows user to update calendar events, e.g. mark milestones, enter ad hoc meetings. Identifiable information can be entered , and exported in PDF.	Yes	Yes	Yes

USER RIGHT	NOTES	PI/STUDY MANAGER	DATA COLLECTOR	DATA ANALYST/ STATISTICIAN
Rename Records	Grants user access to change key ID of record. This right should only be granted to trained staff, as it can cause problems with data integrity	Yes	No	No
Delete Records				