

1. What is REDCap?

Research Electronic Data Capture (REDCap) provides convenient, secure, web-based data collection tools designed for research, operational support and quality improvement studies. REDCap includes data entry forms and web surveying. Features include:

- Secure and web-based
- Customizable and autonomous, with direct control of data and permissions
- Fast and flexible
- Multi-site access from different locations and institutions
- Export data to analysis formats including Microsoft Excel, PDF, SAS, Stata, R, or SPSS
- Create custom reports to view or download
- Built-in project calendar and scheduling module
- Contact management and reminders for survey respondents
- Output your forms and survey instruments to PDF for hard-copy data collection
- Offers auto-validation, calculated fields, branching/skip logic, and survey stop action
- Double data entry for data comparison

2. Who may use REDCap?

Staff, faculty, students and sponsored affiliates of UMMC may use REDCap.

3. What responsibilities come with the use of REDCap?

The principal investigator (PI) is responsible for the following:

- Ensuring the entire study team abides by UMMC's Information Security and REDCap Acceptable Use policies and procedures.
- Consultation and advance planning to create well-designed data collection instruments.
- Obtaining proper approvals for study and providing the CTSC with protocol # and study closure date if applicable.
- Managing study roles and permissions of team members within the REDCap project.
- Provide acknowledgement of using REDCap as the data collection instrument in any resulting publications

4. How is REDCap secured?

REDCap was designed specifically to protect patient privacy and confidentiality while assisting investigators in conducting clinical research. System-level and application-level security features include:

- SSL encryption of internet traffic (e.g. https pages)
- Hosting in a secure data center with nightly backup
- Fine-grained control over user rights

- Detailed audit trails
- Record-locking
- De-identification functions for data export

5. Is IRB approval required?

If you plan to use REDCap for data collection related to human subjects' research, then yes, approval by the Institutional Review Board is required. You must provide the IRB protocol number and study closure date prior to putting your REDCap database or survey into production status.

6. Who developed REDCap?

REDCap is an open-source application developed for academic use by the REDCap Consortium, hosted at Vanderbilt University.

7. How do I get access to REDCap?

You can access REDCap at <https://redcap.umc.edu/redcap>. All UMMC employees will use your active directory account to login to REDCap. In the case where other institutions are participating in a study with UMMC, the PI for the project must request a REDCap account for all non-UMMC personnel by contacting the Data Services Core of the Center of Biostatistics and Bioinformatics at dataservice@umc.edu.

8. How do I request assistance for REDCap training and/or creating a project in REDCap?

Complete the questionnaire at <https://redcap.umc.edu/redcap/surveys/?s=ojj7LN> to request training or assistance with creating a project in REDCap. REDCap video tutorials are also available at <https://redcap.umc.edu/redcap/index.php?action=training>.