Illinois REDCap Account User Agreement

All Illinois REDCap users must understand and agree to the terms and requirements outlined in this User Agreement and [Protecting High Risk Data](#) before using Illinois REDCap.

Responsibilities/Requirements for Faculty and Staff

1. Students must be supervised by a faculty or staff member to access Illinois REDCap. Any faculty or staff member supervising students must agree to the terms of this document before any students may access Illinois REDCap. Access requests submitted without prior supervisor agreement will not be processed until agreement has been received.

2. Any faculty or staff supervising a research project in Illinois REDCap is responsible for ensuring the research project is built as it was approved by the relevant compliance unit. Compliance-related activities include, but are not limited to, utilizing approved surveys, granting access only to approved research team members, and exporting data only according to approved procedures.

Responsibilities/Requirements for Accessing and Using Illinois REDCap

1. It is the responsibility of individuals accessing Illinois REDCap to:
   a. complete the appropriate project-specific training,
   b. review and adhere to the University of Illinois at Urbana-Champaign policies and procedures outlined in this User Agreement and [Protecting High Risk Data](#) document, and
   c. complete an annual user access review for each in-production project they manage.

2. Only users who complete BOTH of the following will be granted access to Illinois REDCap:
   a. An [Illinois REDCap User Request Form](#), including agreement to the terms and requirements outlined in this User Agreement and [Protecting High Risk Data](#)
   b. University of Illinois System Health Insurance Portability and Accountability Act of 1996 (HIPAA) training for Illinois REDCap users (required annually)

3. All project team members who will be accessing and working in Illinois REDCap must complete the Introductory Overviews and Basic Features & Functionality [REDCap video training modules](#) (approx. 1 hour) prior to using Illinois REDCap. PIs (or designated Project Administrators) who are accessing and working in Illinois REDCap must also complete the Project Types module (approx. 20 min). **These are the *minimum requirements* for training**. All users are encouraged to view additional REDCap training videos as needed.

4. Anyone conducting research in Illinois REDCap must obtain approval form the appropriate compliance unit (the Institutional Review Board or the Institutional Animal Care Use Committee) prior to beginning data collection. The IHSI REDCap Team may request to see these documents at any time.

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5. Illinois REDCap can only be used for activities related to University research, business, or operations.

6. REDCap should be cited in any publications as follows:

   Study data were collected and managed using REDCap[1] electronic data capture tools hosted at the University of Illinois at Urbana-Champaign. REDCap (Research Electronic Data Capture) is a secure, web-based application designed to support data capture for research studies, providing: 1) an intuitive interface for validated data entry; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data downloads to common statistical packages; and 4) procedures for importing data from external sources.

   [1]Paul A. Harris, Robert Taylor, Robert Thielke, Jonathan Payne, Nathaniel Gonzalez, Jose G. Conde. Research electronic data capture (REDCap) - A metadata-driven methodology and workflow process for providing translational research informatics support, J Biomed Inform. 2009 Apr:42(2):377-81.

Additional Terms and Conditions

1. The Illinois REDCap administrative email is only monitored for system emergencies on evenings and weekends. Procedural approvals and general questions will be addressed M-F from 8 a.m. to 5 p.m.

2. Updates made to the Illinois REDCap Account User Agreement will be sent to current users when they are made. Continued use of Illinois REDCap after an update to the Illinois REDCap Account User Agreement implies acceptance of the updated Illinois REDCap Account User Agreement.

3. Anyone found to be in violation of this Illinois REDCap Account User Agreement will have their account suspended until issues have been resolved.

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