Illinois REDCap Account User Agreement

All members of the research project team, including Principal Investigators (PIs), designated Project Administrators, and other project members, must understand and agree to the terms and requirements outlined in this User Agreement and Protecting High Risk Data before using Illinois REDCap.

Each Illinois REDCap project must have a PI, as defined by the Campus Administrative Manual, who is the responsible party for the project. A PI may designate a Project Administrator, such as a lab manager or research coordinator, to fulfill day-to-day responsibilities within and pertaining to the Illinois REDCap system.

PIs are responsible for their team members’ adherence to the responsibilities and requirements of this agreement, regardless of whether they access Illinois REDCap themselves.

Responsibilities/Requirements for PIs

1. PIs must agree to the terms of this document before their research team members may access Illinois REDCap. Access requests submitted without prior PI agreement will not be processed until agreement has been confirmed.

2. It is the responsibility of the PI to ensure that all collaborative personnel:
   a. complete the appropriate study-specific, related training, and
   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.

3. The PI (or a designated Project Administrator) is required to submit a copy of one of the following compliance documents to the IHSI REDCap team prior to moving the project to production and collecting data:
   a. University Institutional Review Board (IRB) approval letter from the Office for the Protection of Research Subjects,
   b. Not Human Subjects Research (NHSR) letter from the Office for the Protection of Research Subjects, or
   c. University Institutional Animal Care and Use Committee (IACUC) approval from the Division of Animal Resources.

4. The PI is responsible for ensuring the project is built in Illinois REDCap 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.

5. The PI (or a designated Project Administrator) is responsible for moving projects to another long-term storage solution once data collection or entry is complete. Illinois REDCap may not be used for long-term data storage.
Responsibilities/Requirements for Accessing and Using Illinois REDCap

1. 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)

2. 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.

3. Illinois REDCap may only be used for research projects, as defined by the Department of Health and Human Services: “a systematic investigation designed to develop or contribute to generalizable knowledge.”

4. Non-research data may not be collected or stored in Illinois REDCap. Forms or surveys unrelated to research may be administered using Webtools, provided by Public Affairs Web Services.

5. The REDCap project should be cited in any documentation publications as follows:

   Study data were collected and managed using REDCap\textsuperscript{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.


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.