
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

(6.2) REDCap Accounts

Overview

The West Virginia Clinical and Translational Science Institute (WVCTSI) provides data to researchers, as well as a variety of services related to data management and analysis. Access to the REDCap survey tool may be provided to researchers to assist with data collection and management for their projects.

Purpose

The purpose of this standard operating procedure (SOP) is to provide a reference of the procedures and requirements related to the REDCap services provided by the WVCTSI.

Scope

This SOP applies to all personnel who request a REDCap account or receive REDCap services through the WVCTSI.

Definitions

BMIR—Biomedical Informatics team within the WVCTSI

Integrated Data Repository (IDR) - One centralized database that brings together clinical information from sources around the state of West Virginia. As of April 2018, WVU Medicine is the only WVCTSI partner contributing data to the IDR.

iLab—Service request and management platform

REDCap— Secure web application for building and managing online surveys and databases. While REDCap can be used to collect any type of data, it is specifically geared to support online or offline data capture for research studies and operations.

Policy

Anyone who requests a REDCap account or other REDCap assistance must be a WVCTSI member and must agree to the online REDCap usage policy. While support and consulting are available to all WVCTSI members, only members who receive either external funding or internal funding (including from the WVCTSI) for this service are eligible to have a WVCTSI staff member build their REDCap project. Anyone who receives a REDCap account from WVCTSI must agree to the data use policies. REDCap accounts will be marked as inactive after six months without use, and deleted after seven years of inactivity.

Procedures

REDCap accounts and other REDCap assistance must be requested through iLab. Instructions for iLab account creation for WVU members, PBRN members, and other WVCTSI partners are available on the WVCTSI website. After creating an iLab account, WVCTSI REDCap services may be requested through the form within the WVCTSI Clinical Research Design, Epidemiology, and Biostatistics Core using the following instructions:

1. From the home page, choose “List all cores” on the left side.
2. From the list of cores, select the WVCTSI Clinical Research Design, Epidemiology, and Biostatistics Core. Since this is a closed core, users may need to submit an access request. Access will be approved by a WVCTSI staff within two working days.
3. After receiving core access approval email, if necessary, in the upper right hand corner of the core home page, click on the “Request Services” tab.
4. Choose “request service” next to REDCap Services.
5. Complete the request form in full; then click “submit.” A WVCTSI staff member will follow up with the requester within two working days.

Roles and Responsibilities

It is the responsibility of the account requestor to obtain and maintain appropriate IRB approval and provide all necessary documents and information to WVCTSI. REDCap users are responsible for maintaining the safety of their account, and must notify BMIR

staff immediately if there is a possibility their REDCap account log on information has been compromised. WVCTSI reserves the right to request additional information at any time to clarify project details and aid the request process.

The responsibility for interpretation of this policy rests with the Director of WVCTSI.

References and Authority

- Institutional IRB Policies and Procedures

Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/10/18



4/10/18

Approved By

Date