

Northern Arizona University Jan Redcap End-User Agreement

Project Name:	
NAME:	Phone:
Email:	

Research Electronic Data Capture (Redcap) and Redcap Survey (further referred to as Redcap) are secure, web-based electronic data capture tools hosted by Information Technology Services (ITS), in accordance with ITS Security Policy. Redcap was developed by a multi-institutional consortium at Vanderbilt University.

In signing this agreement, the user is agreeing to the following:

- All non-training Redcap Projects require a faculty Sponsor.
- All projects and users associated with a project will be suspended upon the departure of the Principal Investigator from NAU, unless a successor Principal Investigator is assigned and authorized.
- The Jan server REDCap instance will be used for testing, training, and the collection of low risk data (no personally identifiable information). The Jan Redcap server will be utilized for data collection that adheres to NAU Security Policy for high risk data that includes regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009, as well as adhering to FERPA related guidelines.
- To store data for a single project and to not mix data from various projects to insure that access to the data can be properly tracked, analyzed, and audited.
- To disclose personal information or private health information (PHI) only to those individuals who have a need to know such information in performance of their work and who have been trained according to the guideline set for NAU or as otherwise required by law.
- If the Redcap project will include human subjects research, it will have been submitted and approved by the Institutional Review Board (IRB) before the project will be moved to production and data collection begins. Additionally, the project owner will supply ITS with the approved protocol, approved protocol date, and the IRB number for the project. The Jan REDCap instance will not be utilized for this type of data.
- The user understands that any data containing personally identifiable or health information only be downloaded to secure computers that are approved by ITS and the IRB and that the Jan server is not to be used for this type of data.
- The user understands that the collection of Protected Health Information requires that the project database be hosted on the Jan Redcap Server at NAU.
- The user understands that Redcap login credentials are to be treated the same as their NAU login credentials (username and password), that they are to remain confidential and that the username and password never be shared as described in the Acceptable Use Policy.
- The user agrees to the fee schedule as described in Appendix A.
- The user understands that all Redcap projects housed on the Jan server will be actively maintained per the timeframe described in the user's approved IRB protocol, or other timeframe agreed upon by all parties prior to study initiation. The Redcap project will be archived after this time.
- The user understands that all projects will be audited prior to moving said projects to production. ITS staff will be responsible for:
 - Adding all new users to Redcap and assigning access rights.
 - Assisting in moving projects into production.
- Any publications resulting from the use of REDCap to collect and manage data should include the following CTSA acknowledgement:
"The project described was supported by the National Center for Advancing Translational Sciences (NCATS), National Institutes of Health (NIH), through grant UL1 TR000002."
- Any publications resulting from the use of REDCap to collect and manage data should include

the following REDCap citation:

Paul A. Harris, Robert Taylor, Robert Thielke, Jonathon 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.

Signature:	Date:
------------	-------

Note: For funded research there will be charges for computer resource use.