

Standard Operating Procedure:
REDCap New Project Request

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Approver Name	Approver Signature	Date
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1. PURPOSE

- 1.1 To define the procedure followed for a new BC AHSN REDCap project request.

2. SCOPE

- 2.1 This procedure applies to all BC AHSN Data Management (DM) team members and Principal Investigators (PI) or designated Project Administrators (PA) involved in the initial request for a new project and support services.

3. RESPONSIBILITIES

- 3.1 PI or designated PA is responsible for completion of the REDCap Project Request Form.
- 3.2 The BC AHSN DM team is responsible for the review of project requests and connecting with BC SUPPORT Unit for final approval (for POR projects)
- 3.3 The BC AHSN DM team is responsible for finalization of service agreement.
- 3.4 The BC AHSN DM team is responsible for providing ongoing training and support.
- 3.5 The BC AHSN DM team reserves the right to consult with REB and/or Privacy for any project submitted to BC AHSN REDCap.

4. RELATED SOPS/DOCUMENTS

- 4.1 BC AHSN REDCap Project Request Form
- 4.2 SOP 103 – BC AHSN REDCap Service Agreement & Project Creation
- 4.3 SOP 102 – BC AHSN REDCap User Training

5. DEFINITIONS

- 5.1. **Principal Investigator (PI):** Primary individual in charge of and responsible for the proper conduct of a research project.
- 5.2. **Project Administrator (PA):** Person responsible for the development of REDCap data instruments and the overall management of the project data.
- 5.3. **Research team:** Research assistants/nurses, data entry personnel and other personnel involved in the clinical research study and granted access to REDCap projects. The Research team members report to the PI but are generally supervised by the PA.

- 5.4. **BC AHSN Data Management (DM) team:** team that is responsible for managing projects in REDCap and assisting research teams in using REDCap for their research studies.
- 5.5. **REDCap Project:** A set of data entry forms, surveys, schedules and other data management tools pertaining to a specific study or research project.
- 5.6. **BC SUPPORT Unit:** Team responsible for determining whether a project is patient-oriented.
- 5.7. **Patient-oriented research (POR):** Research done in partnership with patients, answers research questions that matter to patients, and aims to improve health care (See <http://www.cihr-irsc.gc.ca/e/44000.html#a1.1>).
- 5.8. **Project Lifecycle Tool:** An active, internal project used by the BC AHSN DM team to track the lifecycle of projects and to assist in REDCap data management.
- 5.9. **Service Agreement:** The joint contract agreed to by both the BC AHSN DM team and the PI or PA for commencement of work and services related to REDCap project data management as outlined.

6. PROCEDURE

6.1 Project Request Review

- a) PI or PA to complete and submits the REDCap Project Request Form through the Project Life Cycle tool (<https://redcap.bcahsn.ca/surveys/?s=HEKETN7RF7>).
 - Every project requires a Project Request form, even if there are multiple or copied projects from the same PI, same research team and/or same REB number.
 - Projects must be POR (see definition above). General (non-POR) research projects can use REDCap for a one-time fee of \$500 (See SOP 103).
- c) The BC AHSN DM team forwards the project request form to the BC SUPPORT Unit for review of eligibility as a POR project.
- d) The BC SUPPORT Unit communicates eligibility decision to the BC AHSN DM team.

6.2 Project Request Approval

- b) Upon approval, the BC AHSN DM team sends the Service Agreement Resolution survey to the PA and/or PI for approval through the Project Life Cycle Tool. Approval is required to create the project.
- c) The BC AHSN DM Team may meet with the research team for training or consultation, and for any projects that may require additional services (See SOP 102).

7. REFERENCES

- BC SUPPORT Unit REDCap page: <http://bcsupportunit.ca/?s=redcap>
- CIHR definition of Patient-Oriented Research: <http://www.cihr-irsc.gc.ca/e/44000.html#a1.1>