

Standard Operating Procedure: REDCap New Project Request

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Document History

Version Number:	Summary of Changes Made:	Effective Date:
1	New Document	April 6, 2018
2	Update/refresh	March 9, 2021
3	Change of legal name and logo from BC AHSN to Health Research BC	March 18, 2022
4	Update REDCap eligibility for non-POR projects and LHS projects	November 28, 2022

Approver Name	Approver Signature	Date
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1. PURPOSE

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

2. SCOPE

- 2.1 This procedure applies to all Health Research BC 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 Health Research BC DM team is responsible for the review of project requests.
- 3.3 The Health Research BC DM team is responsible for finalization of service agreement.
- 3.4 The Health Research BC DM team is responsible for providing ongoing training and support.
- 3.5 The Health Research BC DM team reserves the right to consult with REB and/or Privacy for any project submitted to Health Research BC REDCap.

4. RELATED SOPS/DOCUMENTS

- 4.1 Health Research BC REDCap Project Request Form
- 4.2 SOP 103 – Health Research BC REDCap Service Agreement & Project Creation
- 4.3 SOP 102 – Health Research BC 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. **Health Research BC 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. **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>).
- 5.7. **Project Lifecycle Tool:** An active, internal project used by the Health Research BC DM team to track the lifecycle of projects and to assist in REDCap data management.
- 5.8. **Service Agreement:** The joint contract agreed to by both the Health Research BC 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 completes and submits the REDCap Project Request Form through the Project Life Cycle in Health Research BC REDCap (<https://redcap.healthresearchbc.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.
 - Health Research BC REDCap supports the following project types:
 - **Patient-oriented research (POR) projects** – must be REB approved with patient engagement plan/proposal
 - **General (non-POR) research projects** – must be REB approved
 - Effective as of November 2022, general (non-POR) research projects can use REDCap free of charge. There is no longer a one-time \$500 fee.
 - **Quality improvement projects – in support of Learning Health Systems**
 - Decision makers, policy makers, administrators, or clinicians from the health system are either leading or are a key member of the project team
 - Changes/modifications in health care practices and/or service delivery are apparent in the work plan
 - Multiple iterations/cycles of work are either explicitly identified or implied within the activity plan
 - **Operational support projects**
 - In support of POR projects or projects requested by PopData, Health Research BC, or BC SUPPORT Unit staff at central offices/hubs

6.2 Project Request Approval

- a) Upon approval, the Health Research BC 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.
- b) The Health Research BC 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>
- Health Research BC REDCap – LHS Projects documentation:
<https://www.popdata.bc.ca/researchers/resources/REDCap>