



Research Electronic Data Capture (REDCap) is a secure, web-based electronic data capture tool hosted by the Department of Epidemiology and Biostatistics (DEB). REDCap was developed by a multi-institutional consortium initiated at Vanderbilt University. REDCap is hosted through a partnership with DEB and Information Management Systems (IMS) at UT Health Science Center San Antonio (UTHSCSA). Currently, the Clinical and Translational Science Award (CTSA), through the Institute for Integration of Medicine and Sciences (IIMS) subsidizes costs for basic services provided by REDCap administrators. Refer to Appendix A for full fee schedule.

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

1. To disclose, receive, transmit, maintain or create data consistent with all applicable guidelines and policies of UTHSCSA, state, and federal laws.
2. To collect such data according to the Privacy Regulations and the Security Regulations under the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations and guidance, all as amended from time to time (“HIPAA”) and the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009, and its implementing regulations and guidance issued by the Secretary, all as amended from time to time (“HITECH Act”); and to abide by all guidelines provided by the Institutional Review Board (IRB).
3. To store data for a single project and to not mix data from various projects so that access to the data can be successfully tracked and analyzed.
4. If the project for which REDCap will be used involved human subjects research (per the U.S. Department of Health and Human Services [DHHS] Code of Federal Regulations definition¹), it is the responsibility of the user to obtain approval appropriate IRB approval.
5. If the project for which REDCap will be used is a cancer protocol that requires the approval of the Protocol Review Committee (PRC) at the Cancer Therapy Research Center (CTRC), it is the responsibility of the user to ensure that accruals are entered into the Information Data Exchange and Acquisition (IDEAS) accrual reporting system or Velos. REDCap does not report accrual data to IDEAS or Velos.
6. The Department of Epidemiology and Biostatistics Information Systems does not support use of REDCap for FDA-governed clinical trials.
7. The user understands that he/she must follow all applicable UTHSCSA, state, and federal guidelines and policies for the collection of Protected Health Information (PHI).
8. Users will not share their login credentials with other study personnel working on the project.

9. Access to REDCap projects is dependent on the submission of a user rights matrix, which defines all users, their project role and their access to specific aspects of REDCap functionality. If the project is using REDCap to collect PHI, the data access worksheet must identify who has access to this information. This worksheet must be submitted by the primary contact for the project, and must include information for all study personnel either entering or accessing data stored with REDCap.
10. The user agrees to the fee schedule described in Appendix A, and understands the biostatistician and data analysis fees are not included.
11. The user understands that the REDCap project will be stored with no additional charge for one (1) year after the end of the project. Any additional time required to store data beyond one year post data collection will be charged according to the fee schedule outlined in Appendix A.
12. The user understands that DEB IS staff will perform an audit prior to moving projects to production and will be responsible for:
 - a. Adding all new users to REDCap and assigning access rights per the submitted user matrix
 - b. Approving and migrating all new projects into production
 - c. Approving and implementing specific changes to project production forms (see 'Moving Project to Production' link on website).
13. The DEB may make changes to the REDCap End-User Agreement from time to time. When these changes are made, the DEB will make a new copy of the REDCap End-User Agreement available at http://deb.uthscsa.edu/services_redcap.html. You understand and agree that if you use REDCap after the date on which End-User Agreement has changed, the DEB will treat your use as acceptance of the updated End-User Agreement.
14. Any publications resulting from the user of REDCap to collect and manage data should include the following citations:
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.

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*Note: When moving a project to production, two weeks will be required to complete the move in order to acquire and process billing information.

Appendix A

Activity	Fee
Initial project consultation for REDCap and/or REDCap survey (up to 60 minutes)	No fee
Campus workshop training/Office hours	No fee
Individual hands-on Training session for REDCap and/or REDCap survey (up to 60 minutes)	\$100
New REDCap project setup <ul style="list-style-type: none"> • Creation of new user accounts • Assignment of users to the project • Definition of user rights and data access groups • Server maintenance 	No fee
New REDCap Survey project set-up, including: <ul style="list-style-type: none"> • Creation of admin user account(s) 	No fee
All other custom REDCap work <ul style="list-style-type: none"> • Data extraction • Survey creation • Case Report Form creation • Data migration 	\$75/hour
One year after study completion, data storage charges	\$100/year

*Policies, guidelines, and fees are subject to change.

*Questions regarding this User Agreement should be sent to redcap@uthscsa.edu