**Conditions for Using the REDCap System**
**Hosted at Chula Data Management Center (ChulaDMC),**
**Faculty of Medicine, Chulalongkorn University**

To request a **Principal Investigator (PI) Username** to create the research project using the REDCap system hosted at Chula Data Management Center (ChulaDMC) under Faculty of Medicine at Chulalongkorn University, the following conditions must be met:

1. **PI status:** PIs have the authority to initiate new research project on REDCap and assign participants to use these projects. PIs must hold regular lecturer position within the Faculty of Medicine, Chulalongkorn University, or be medical practitioners affiliated with Chulalongkorn Hospital, and holding the position of a special lecturer at the Faculty of Medicine, Chulalongkorn University.
2. **Student, Resident, Fellow status:** The former are not authorized to create new research project on REDCap. They may only utilize existing projects with the permission granted by the PI.
3. **Online storage:** PI can use up to 500MB of storage space without incurring any charges. This limit applies to the cumulative data storage for all projects under their username.
4. **Research purpose:** PI will use the REDCap project exclusively for research purposes and confirm the absence of any conflicts of interest.
5. **Research project**
    a. **Respect for person:** PI will not store or record personally identifiable patient information (such as names, surnames, or national ID numbers) in the REDCap system. Instead, a Subject ID will be used, and a Logging sheet will be maintained to cross-reference with identification information.
    b. **IRB:** If the research project has not received approval from Institutional Review Board under the Faculty of Medicine (Med Chula IRB) within 6 months of opening the project in the REDCap system, ChulaDMC reserves the right to follow up for additional documentation.
    c. **Project status:** If a research project remains inactive in the REDCap system for more than 1 year, ChulaDMC reserves the right to change its status to "Non-active" and will send notifications to researchers. If no confirmation of continued use is received within 1 month, ChulaDMC will close the project.

d. **Project closure:** After completing the research project, PI can independently export the following files from REDCap and notify ChulaDMC for project closure to reduce storage usage.
    i. Database
    ii. Logging
    iii. CRF, CRF with data

**6. Manuscript**

a. **Citation:** PI will properly cite the use of REDCap in any related manuscripts, following the provided guidelines:
    i. Data Collection and management
        - Study data were collected and managed using REDCap electronic data capture tools[1] hosted at Chula Data Management Center - Faculty of Medicine - Chulalongkorn University.
    ii. Acknowledgement
        - We thank Chula Data Management Center, Faculty of Medicine, Chulalongkorn University, especially [staff name], for their support in data management.
    iii. References
        - Harris PA, Taylor R, Thielke R, Payne J, Gonzalez N, Conde JG. Research electronic data capture (REDCap)—A metadata-driven methodology and workflow process for providing translational research informatics support. Journal of Biomedical Informatics. 2009;42(2):377-81.

b. **After published:** To support the system efficiency evaluation, PIs who receive manuscript acceptance from journals are requested to send the manuscript to ChulaDMC for inclusion in the annual report.

**Procedures for Using the REDCap System**
**Hosted at Chula Data Management Center (ChulaDMC),**
**Faculty of Medicine, Chulalongkorn University**

The following steps outline how to request access and open a research project in the REDCap system:

1. **Create PI User Level**
    a. Authority PI can download the RC01 document and fill in the required information to request a Username for accessing the REDCap system.
    b. Submit the completed RC01 document to the head of the department for certification.
    c. Forward the certified RC01 document to the Research Affairs (3rd Floor, Anandamahidol Building) of Faculty of Medicine for review and processing. They will verify the document and subsequently forward it to ChulaDMC to create the Username for system access. This process should be completed within 10 working days.
2. **Create Student, Resident, Fellow, and other User Level**
    a. The former are not authorized to request to create the username. They can ask PI to put their information under the participants section on existing research project.
3. **Create new research project on REDCap after receiving the PI's username and password.**
    a. PI User level
        i. Authorized PIs can download the RC02 document and fill in the required information to request to create a research project.
        ii. If the project already has IRB approval, fill out the RC02 and attach IRB documentation (Protocol and COA-Certificated of approval). Submit this document to **support@chulacrc.org**. Once the documentation is verified, the project will be opened in the system, and PIs will be notified by email. This process should be completed within 3 working days.
        iii. If the project is still in the development stage and does not yet have IRB approval, fill out the RC02 with attached Draft protocol. Submit this document to **support@chulacrc.org**. Once the documentation is verified,

the project will be opened in the system, and PIs will be notified by email. This process should be completed within 3 working days. After receiving IRB approval, attach the IRB documentation (Protocol and COA-Certificate of approval) and submit it once again to complete the process.

b. Student, Resident, Fellow, and other User level

i. The former can only use existing projects by requesting access through their advisor, who must act as the PI. To do this, the advisor should include the former's names in the RC02 document under the participants section, sign it, and submit it to ChulaDMC.

**4. Modifying the User List of Your REDCap Project**

a. PI can update the RC02 document from the latest version, attach the amended protocol if applicable, and send it to **support@chulacrc.org**. Once the updated version is received and verified, the user list in the system will be adjusted, and PIs will be notified by email. This process should be completed within 3 working days.

**5. Closing Your REDCap Project**

a. After completing the research project, PI can independently export the following files from REDCap: Database, Logging, CRF, CRF with data. Then, send an email to notify ChulaDMC for project closure to reduce storage usage. This process should be completed within 3 working days.

For more information, download relevant documents, and make appointment to consultation regarding Data management and REDCap, please visit:

- https://bit.ly/ChulaDMCDocs

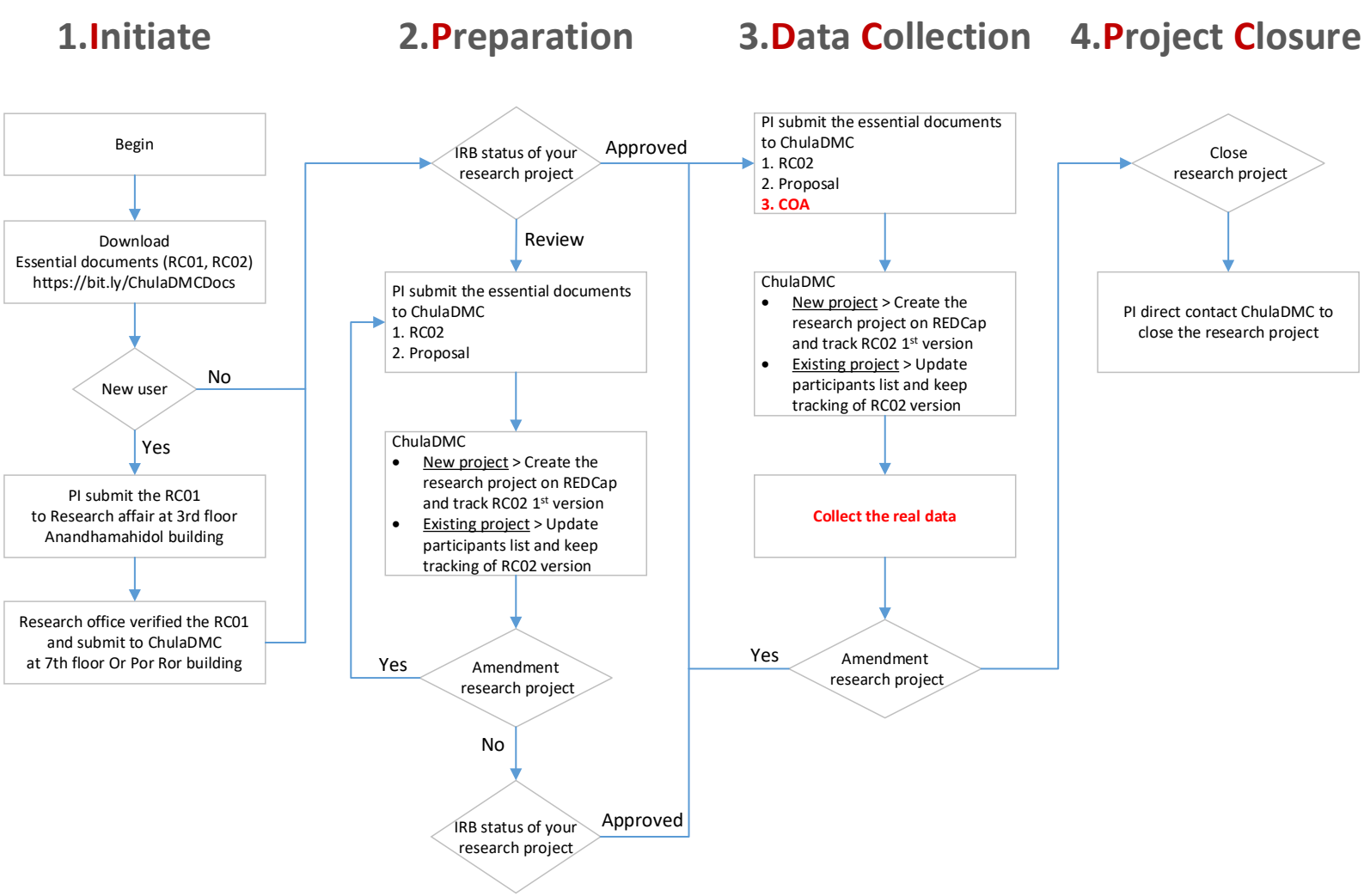
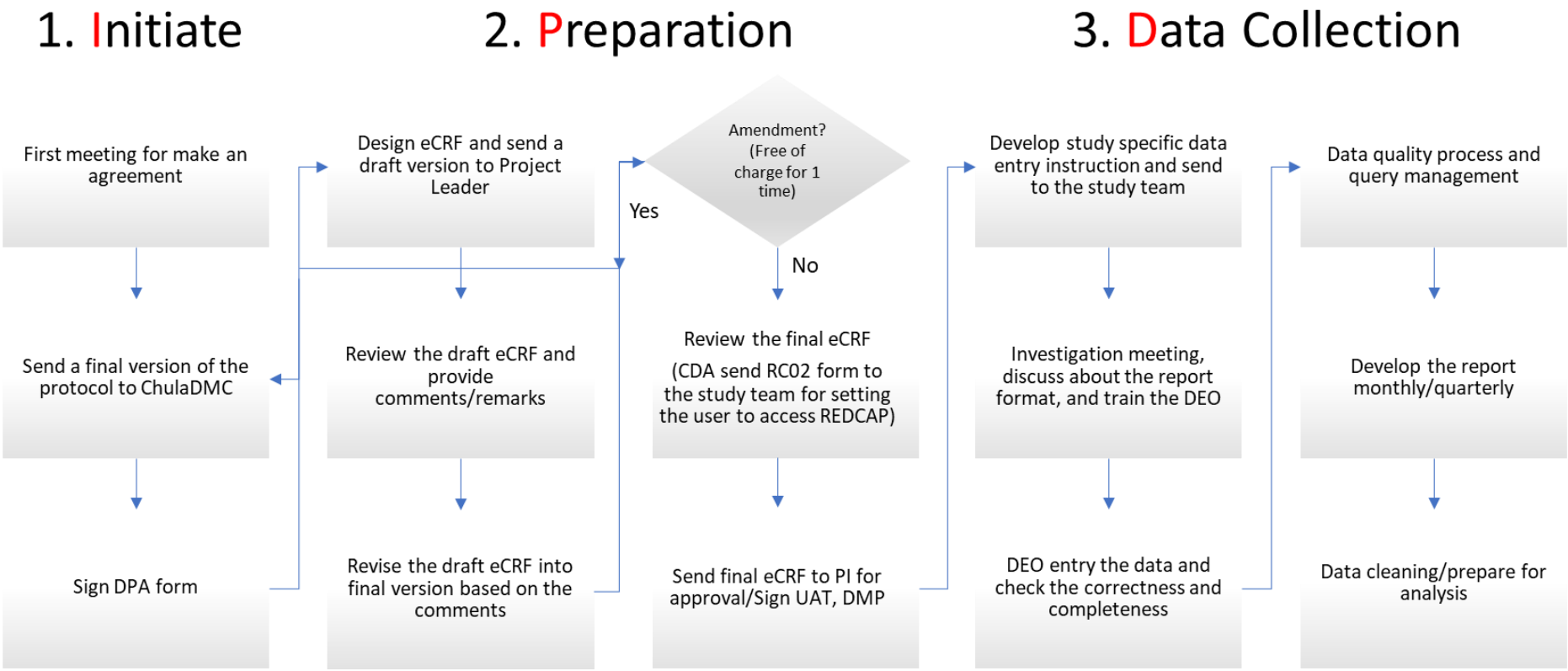
REDCap Website:

- http://bit.ly/ChulaDMC

E-Learning course of Data Management and REDCap:

- https://mdcu-research-online-courses.thinkific.com

# REDCap partial-service flowchart



# REDCap full-service flowchart