

## REDCap FAQ

### 1. How to I setup a new project on REDCap?

A request must be made to the RGIT team by completing an online form. The form as well as the Terms & Conditions can be found on the RGIT web-page here:

<https://www.imperial.ac.uk/research-and-innovation/support-for-staff/research-governance-and-integrity-team/clinical-project-planning/electronic-data-capture-non-ctimps/>

### 2. What are the requirements to setting up a REDCap study?

There are three requirements to setup the study on REDCap. These are:

- The study must be a non-CTIMP study
- The study cost code must be provided. The studies are charged £100 per year for their space on the server
- The DPIA (Data Protection Impact Assessment) Reference number. This is required for all REDCap studies. If you do not have the number please see the URL for the form and the DPO contacts <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/data-assessments/>

### 3. When does costing start?

The annual charge is planned to be applied in April/May to all studies that have been setup on the database. There is an annual charge of £100 per study as a small contribution to the hosting of the system by Imperial College staff. More details can be found on the Terms and Conditions on the RGIT website.

### 4. Do we need a DPIA if teams have ethics approval?

Yes - the DPIA is to ensure that GDPR is being followed for the data being collected. This is different to the ethics approval <https://www.imperial.ac.uk/medicine/fom-staff/support-and-services/data-protection/>

### 5. I have completed designing my study, how do I move to production?

Scroll to the bottom on the Project Setup tab in REDCap and click on “Move project to production” button. This will send the request to the REDCap team who will double check the request before moving the study to the production environment.

Note: Kindly check that the study cost code is provided before requesting to move to production.



Not  
started

#### Move your project to production status

Move the project to production status so that real data may be collected. Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

### 6. How do I add users to specific roles in my study?

To add users to the study send their full names, email addresses and the type of access they require to the REDCap Admins ([redcap\\_notifications@imperial.ac.uk](mailto:redcap_notifications@imperial.ac.uk)). If they are a College user, then it would be helpful to send their College ID as well.