



**REDCAP SURVEYS & PRODUCTION SERVERS**
  
**SECURE RESEARCH ENVIRONMENT (SRE) & SECURITY TOKEN**
  
**Application Form**

**INSTRUCTIONS:**

- Please submit the completed application form with all supporting documentation, including the Submission Checklist, to [redcap@umanitoba.ca](mailto:redcap@umanitoba.ca). Incomplete forms will be returned.
- For more information, please visit: <http://chimb.ca/redcap>

**ACCESS REQUEST INFORMATION:**

I would like to apply for access to (Please check one):

- REDCap Surveys Server: **Complete sections 1, 2, and 6**
- REDCap Production Server **and** Secure Research Environment (SRE): **Complete sections 1 to 6**
- Secure Research Environment (SRE) **only**: **Complete sections 1 to 6**

**SECTION 1: SUBMISSION CHECKLIST**

<i>Please submit required documents as <u>PDF</u> documents</i>	REDCAP Servers		SRE & Security Token
	Surveys	Production	
	Enclosed	Enclosed	Enclosed
1. University of Manitoba Personal Health Information Act ( <a href="#">PHIA</a> ) certificate or Pledge of Confidentiality: Personal Health Information completed within the last 10 years. <b>(PHIA from WRHA and other institutions will not be accepted)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Valid University of Manitoba Research Ethics Board Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Signatures of the applicant <b>AND</b> the appropriate Lead/Nominated Principal Investigator (PI) or Student Advisor <ul style="list-style-type: none"> <li>▪ For research projects with multiple PIs, your application must be signed by the Nominated PI</li> <li>▪ For research projects with multiple sites, your application must be signed by the Lead or Nominated PI affiliated with University of Manitoba</li> <li>▪ For student research projects, your application must be signed by your Student Advisor</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <a href="#">UMNetID</a> (please specify): _____	N/A	N/A	<input type="checkbox"/>



SECTION 2: APPLICANT INFORMATION	
First Name:	Last Name:
I am a: (Select all that apply) <input type="checkbox"/> Faculty <input type="checkbox"/> Clinician <input type="checkbox"/> Research Staff <input type="checkbox"/> Student/Trainee <input type="checkbox"/> Other (please specify) _____	
Department & Institution:	
Telephone:	
Email Address (Institutional):	
Title of Research Project: _____ _____ _____	
Name of Principal Investigator, or University of Manitoba Lead Investigator, or Student Advisor:	

OFFICE USE ONLY:		
	Surveys Server	Production Server
Date Application Received:		
Date Account Set Up:		
Username Assigned:		
Date Applicant Notified:		
Account Completed By:		



SECTION 3: SECURITY TOKEN INFORMATION	
Access to the SRE requires a security token. The <b>one-time</b> security token fee is calculated at \$150/year plus applicable taxes, based on the remaining life of the token and will be billed at the time of token issue. A security token may be active up to 3 years.	
<b>Select the option that applies to you:</b> (Please select one only)	<input type="checkbox"/> <b>New Security Token:</b> Complete <b>Section 4</b> <input type="checkbox"/> <b>Token Transfer:</b> Complete <b>Section 5</b>
<b>Select the security token type:</b> (Please select one only)	<input type="checkbox"/> <b>Soft Token</b> (Recommended) <input type="checkbox"/> <b>Hardware Token</b>
<b>Have you had a SRE account before?</b>	<input type="checkbox"/> <b>Yes;</b> SRE account (please specify): _____ <input type="checkbox"/> <b>No</b>

SECTION 4: PAYMENT INFORMATION FOR NEW SECURITY TOKEN	
<b>Please provide University of Manitoba Fund Organization Program (FOP) Number</b> (Recommended):	
<input type="text"/> (FUND – 6 DIGITS)	<input type="text"/> (ORG – 6 DIGITS)
<input type="text"/> (PROGRAM – 4 DIGITS)	
<b>If you do not have FOP Number, please provide invoicing information:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>Email Address:</b>	<b>Telephone:</b>
<b>Attention:</b>	

SECTION 5: INFORMATION FOR TOKEN TRANSFER	
<b>Name of current security token holder:</b>	
<b>First Name:</b> _____	<b>Last Name:</b> _____
<b>Security token number:</b>	<input type="text"/>
<b>Type of security token:</b>	
<input type="checkbox"/> <b>Soft Token</b>	
<input type="checkbox"/> <b>Hardware Token</b>	
Expiry date (please see back of token): ____ / ____ / ____ (mm/dd/yy)	

FOR OFFICE USE ONLY:	
Date Application Received:	Date Request Sent to IST:
IST Ticket #:	Sent by:
Date Ticket Resolved:	Date SRE Account Set Up:
Date Security Token Set Up:	Completed by:
Token #:	Token Expiry Date:
SRE Username Assigned:	Date Token Provided to User:
Date Sent for Billing:	Completed by:
Date Invoice Sent to PI:	Completed by:
Invoice Number:	Completed by:

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## REDCAP SURVEYS & PRODUCTION SERVERS SECURE RESEARCH ENVIRONMENT (SRE) & SECURITY TOKEN

### User Agreement

This agreement outlines the responsibilities of both the Applicant and Principal or Lead Investigator, or Student Advisor. You both must read, understand, and agree to use the REDCap system and/or Secure Research Environment (SRE) in accordance with the information and obligations listed below. Violation of any of the terms of the agreement could lead to suspension of your access privileges by the University of Manitoba and/or George & Fay Yee Centre for Healthcare Innovation.

#### **PART I: Agreement for REDCap User**

I agree to the following:

- An account on any of the REDCap servers is assigned to a specific individual and **cannot be shared**.
- All REDCap users must comply with any data management audits conducted by the University of Manitoba Research Quality Management or similar units.
- The Surveys and Production Servers may only be used for research projects that have been approved by the University of Manitoba Research Ethics Board (REB). Data for clinical care cannot be stored on REDCap.
- Protected Health Information (PHI) and other forms of personal identifiers, such as patient/subject names, addresses, and Personal Health Information Numbers, cannot be stored on the REDCap Surveys Server. However, PHI and other forms of personal identifiers may be stored on the REDCap Production Server if REB approval for doing so has been granted.
- Data may be transferred from the REDCap Surveys Server to the Production Server but data may not be transferred from the Production Server to the Surveys Server.
- Data, including de-identified data, may only be exported from these REDCap servers onto devices approved by MedIT, the Rady Faculty of Health Sciences IT group. Hardware encrypted drives are highly recommended for storage of data exported from REDCap.
- PHI may only be exported from REDCap if approval has been provided by the University of Manitoba REB.
- All data using REDCap must be treated as personal and confidential.

#### **PART II: Agreement for Principal Investigator, Lead Investigator, or Student Advisor**

I agree to the following:

- Provide a copy of valid University of Manitoba REB approval letter for each project that will be housed on the REDCap Surveys or Production Server.
- Ensure that all REDCap users in my research team have appropriate access within each research project, as well as inform the Research Data Administrator/REDCap Lead when members of my research team no longer require their accounts. The REDCap access must be kept up to date as project personnel leave or change roles.
- Inform the Research Data Administrator/REDCap Lead of the date on which study data should be deleted, once this date is known.
- Inform the Research Data Administrator/REDCap Lead if an auditor from a sponsor and/or another institution has requested access to my REDCap research project.



**PART III: Agreement for Secure Research Environment User**

I agree to the following:

- The SRE account and security token are assigned to a specific individual and cannot be shared.
- **The one-time security token fee is calculated at \$150 per year plus applicable taxes, based on the remaining life of the security token and will be billed at the time of security token issue. A security token may be active for up to 3 years.**
- The security token can be transferred to a new user at no cost, as long as it is transferred to another team member within the same research project. The new user is required to submit the REDCap Surveys & Production Servers and SRE application form and required supporting documents to [redcap@umanitoba.ca](mailto:redcap@umanitoba.ca).
- If a security token is lost and a new one is required, the security token will be billed at the rate of \$150 plus applicable taxes/year for the remaining life of the security token.
- To return a security token, please send your request to [redcap@umanitoba.ca](mailto:redcap@umanitoba.ca). There are no refunds for returned tokens.

**SECTION 6: SIGNATURES**

Signature of Applicant:	Date:
Signature of Principal Investigator/Lead Investigator/Student Advisor:	Date: