**NHG REDCAP PROJECT REQUEST INFORMATION SHEET**

**Please take a moment to read the following information before completing and submitting the REDCap Project Request form on the next page.**

**WHO CAN APPLY?**

* The REDCap Project Request must be **signed by** the **REDCap Project Owner** who is the NHG Principal Investigator for a research activity that has obtained DSRB / IRB research ethics approval.

**CRITERIA FOR A SUCCESSFUL REDCAP PROJECT REQUEST**

The criteria for a successful REDCap Project Request are:

* **The REDCap Project Owner** (listed NHG Principal Investigator) must **be able to login** to an **activated\*** REDCap **Production Server** User Account with a valid NHG ADID.
* **The Research activity** must have a **valid research ethics approval** (ie: DSRB research ethics approval). Research activities which are still being reviewed by the ethics board; have been suspended by the ethics board, or have lapsed its ethics approval cannot be accepted.
* A copy of the research ethics approval letter must be attached to the Project Request Form **ONLY IF** the research ethics approval **DOES NOT** come from the NHG Domain Specific Review Board (DSRB).
* **The information provided** in the REDCap Project Request Form **must be consistent** with the research ethics approval.

**\* NOTE**

* *The submission of a REDCap User Account Request* ***DOES NOT*** *imply that the NHG REDCap Account(s) have been created.*
* *When the REDCap Account Request has been accepted, you will receive another email from the NHG REDCap Administrator which contains instructions on how to* ***login and activate*** *your REDCap User Account(s).*
* *The REDCap User Accounts are valid for use* ***ONLY AFTER*** *you have followed the instructions to activate the REDCap User Account(s) and are able to login to the appropriate REDCap Servers.*
* *For the purposes of the REDCap Project Request, the REDCap Project Owner must have an activated REDCap* ***Production Server*** *User Account* ***BEFORE*** *submitting this Project Request.*

**SELF-MANAGED PROJECTS VS FULL-ASSISTANCE PROJECTS**

**(1) Self-Managed Projects**

* There is no direct cost to the REDCap Project Owner for self-managed REDCap Projects.
* For Self-Managed Projects, the Project Owners are responsible for their REDCap Project's Design, Form creation and managing the user access to their Project.
* Assistance is limited to general technical issues and trouble-shooting.

**(2) Full-Assistance Projects**

* Project Owners incur a direct cost for Project's Database-design and Form-building services provided by the NHG REDCap Administrator.
* The REDCap Administrator will contact the Project Owner for further information before processing with the Project Request.

**QUERIES**

Please contact the REDCap Administrator via [**redcap@nhg.com.sg**](mailto:redcap@nhg.com.sg)

**DO NOT SUBMIT THIS INFORMATION SHEET WITH YOUR PROJECT REQUEST.**

**REDCap Project Request Form**

* The information provided here must be consistent with that provided in the latest DSRB Ethics Approval Letter.
* Please scan the Form as a **PDF Document** and email it to **redcap@nhg.com.sg** for processing. **PLEASE WRITE CLEARLY**.

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| **Part 1** | **Details of the Project Owner (Overall Principal Investigator)** |

**IMPORTANT:** *The Overall Principal Investigator shall also be the* ***REDCap Project Owner****. The Project Owner must also be a current employee of National Healthcare Group and her Institutions for the duration of the Project.* ***The Project Owner must be able to login with an activated REDCap (Production Server) User Account BEFORE this Project Request can be processed.***

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| --- | --- | --- | --- |
| **Full Name :** |  | **Employee ID:** |  |
| **Institution:** |  | **ADID Username:** |  |
| **Department:** |  | **Work Email :** |  |

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| **Part 2** | **Details of Project Administrator (Optional)** |

**IMPORTANT:** *The Project Administrator, with the Project Owner, shall have access to all project-level REDCap Privileges including Project and User setup. The Project Administrator should hold a senior role in the Study and be familiar with using REDCap.* ***The Project Administrator must be able to login with an activated REDCap (Production Server) User Account in order to be added to this Project.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name :** |  | **Employee ID:** |  |
| **Institution:** |  | **ADID Username:** |  |
| **Department:** |  | **Work Email :** |  |

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| **Part 3** | **Proposed Research Activity for REDCap** |

**IMPORTANT:** *The NHG REDCap system is intended for use in research activities as defined and regulated by the NHG-Domain Specific Review Boards (DSRB). The system is* ***NOT*** *intended as a primary system for supporting Clinical operations and providing Clinical services.*

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| **\*DSRB Reference No. or**  **NHG Standing Database or**  **Tissue Bank Reference No. :** |  | |
| **Study Title / Standing Database Name :** |  | |
| **Type of REDCap Project Support:**  Mark ‘**X**’ where applicable. | |  |  | | --- | --- | |  | **Self-Managed Project\*\*** | | |  |  | | --- | --- | |  | **Full-Assistance Project\*\*\*** | |

**\* Ethics Approval:** If the ethics approval is **NOT** from the DSRB, please attach a copy of the ethics approval letter to this Form.

**\*\* Self-Managed Projects:** *No cost to the Project Owner. Owners are responsible for their REDCap Project’s Design, Form creation and managing user access to their Project. Assistance is limited to general technical issues and trouble-shooting.*

**\*\*\* Full-Assistance Projects:** Project Owners incur a direct cost for Project’s Database design and Form creation services. Visit **www.research.nhg.com.sg** for more details.

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| **Part 4** | **Declaration of the REDCap Project Owner** |

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| |  |  |  | | --- | --- | --- | | **I,** |  | **(Name) as the REDCap Project Owner, declare that :** |  * **I have read, understood and will abide by provisions of the** [**NHG REDCap System Usage Agreement**](https://www.research.nhg.com.sg/wps/wcm/connect/romp/nhgromp/07+resources/nhg+research+database+platform)**.** * I will ensure that the REDCap Project will collect and use data in strict accordance to the requirements by the NHG Domain Specific Review Boards (DSRB), Personal Data Protection Act (PDPA) and any other applicable regulations where applicable to protect the Study Participants’ privacy and confidentiality. * I will maintain the relevant DSRB Ethics and other applicable regulatory Approvals for the entire duration of the REDCap Project. * I acknowledge that I am responsible for managing the user access rights to my REDCap project and will regularly review the access privileges granted to my project team members. * I understand that violating the provisions of the Agreement may constitute grounds for disciplinary actions as determined by applicable research regulations and NHG’s policies and procedures.  |  |  |  | | --- | --- | --- | |  |  |  | | **Project Owner Signature** |  | **Date** | |