

# NHG REDCap System Usage Agreement

## IMPORTANT:

- The NHG REDCap System Usage Agreement ('Agreement') must be read, and accepted by all users of the NHG REDCap System ('REDCap Users').
- By using the NHG REDCap system, the REDCap Users agree to abide by the provisions of the NHG REDCap System Usage Agreement.
- REDCap Users understand that violating the provisions of this Agreement may constitute grounds for disciplinary actions as determined by applicable research regulations and NHG's Policies and Procedures.

## 1. NHG REDCap System Usage Agreement

The National Healthcare Group (NHG) may make changes to the **NHG REDCap System Usage Agreement** from time to time.

When these changes are made, NHG will make the new version of the Agreement available at the NHG research website ([www.research.nhg.com.sg](http://www.research.nhg.com.sg)). Such updates will also be broadcast to all REDCap Users via email and publicized through other appropriate channels.

## IMPORTANT:

- REDCap Users understand and agree that if they continue to use the NHG REDCap system **AFTER** the date on which Agreement has changed, NHG treat their use of the System as acceptance of the updated Agreement.

## 2. Conditions for the use of NHG REDCap system

The REDCap System as hosted by NHG is:

- (a) Intended for use in research activities as defined and regulated by the NHG-Domain Specific Review Boards (DSRB). If the Project involves Animal subjects, then the Project Owner must provide the applicable Institutional Animal Care and Use Committee (IACUC) approvals for the Project.
- (b) **NOT** intended to be used as a primary system for supporting Clinical operations or services.
- (c) **NOT** intended to be used as a primary system for supporting any mission-critical operations or services.
- (d) **NOT TO BE USED** as the basis for providing a contract or other services to any entity.

## 3. Responsibilities of NHG REDCap Users

**REDCap Users** are defined as any persons who have been properly authorized by the **NHG-REDCap System Administrators** to login and use the NHG REDCap system.

**It is the responsibility of NHG REDCap Users to:**

- (a) Read, understand and agree to abide by the **NHG REDCap System Usage Agreement**.

- (b) Only use their REDCap Logins for access to the REDCap system. REDCap Logins **cannot be shared**. Users **cannot authorize** any other person to use their REDCap Login for any reason.
- (c) Safeguard their REDCap Login information. **Users will be held responsible for all activities conducted with their REDCap Account, regardless of whether they were the one performing those actions.**
- (d) Build and use the REDCap Project in such a way to ensure compliance with the requirements of the DSRB ethics approval for the Study, Personal Data Protection Act (Singapore) and all other relevant regulations where applicable to protect the Study Participants' privacy and confidentiality.
- (e) Immediately report any observed or suspected non-compliant, illegal, or irregular activities or actions relating to the use of the REDCap system to the REDCap System Administrators ([redcap@nhg.com.sg](mailto:redcap@nhg.com.sg)).
- (f) Acknowledge the use of REDCap system in any manuscripts/papers/publications based on research data that is collected and managed using the REDCap system.  
*(See Section 5: Acknowledgement of the use of REDCap for details.)*

#### 4. Responsibilities of the Project Owner

The REDCap **Project Owner** shall be the **Overall Principal Investigator** of the Study as notified to the DSRB.

The Project Owner must be a current employee of National Healthcare Group and her Institutions for the duration of the Project.

**In addition to the responsibilities of a REDCap User, the Project Owner shall also be responsible for:**

- (a) Actively supervise the use of the REDCap Project to ensure compliance with the requirements of the DSRB ethics approval for the Study, Personal Data Protection Act (Singapore) and all other relevant regulations where applicable to protect the Study Participants' privacy and confidentiality.
- (b) Actively supervise and manage the users and their access rights to the Project Owner's REDCap Project(s), and remove the User's access to the Project when it is no longer required.
- (c) Maintain DSRB ethics approval and all relevant regulatory approvals for the entire duration of the REDCap Project.
- (d) Ensure that their Project users are aware of, and have read the NHG REDCap System Usage Agreement.
- (e) Putting in place appropriate measures to ensure that research activities are not affected by any REDCap System downtime.
- (f) Inform the REDCap System Administrators ([redcap@nhg.com.sg](mailto:redcap@nhg.com.sg)) when the REDCap Project has been completed, or is no longer required.

## 5. Acknowledgement of the use of REDCap

All REDCap Users are required to acknowledge the use of REDCap system in any manuscripts/papers/publications based on research data that is collected and managed using the REDCap system, by including the following REDCap citation.

Please visit <https://projectredcap.org/cite.php> for more information about REDCap acknowledgement.

Study data were collected and managed using REDCap electronic data capture tools hosted at National Healthcare Group, Singapore.<sup>1</sup>

REDCap (Research Electronic Data Capture) is a secure, web-based application designed to support data capture for research studies, providing 1) an intuitive interface for validated data entry; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data downloads to common statistical packages; and 4) procedures for importing data from external sources.

<sup>1</sup>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.

## 6. REDCap System Oversight and Management Reporting

- (a) All REDCap Projects and the REDCap User History shall be tracked by the NHG REDCap System Administrators for oversight reporting and management purposes.
- (b) The respective Institution Directors of Research and applicable oversight authorities will be given a periodic Status Report of all REDCap Projects.
- (c) NHG reserves the right to suspend the REDCap Project and/or REDCap User access to the System without notice if any non-compliances or irregularities are found.

~ End of Agreement ~