

REDCap Project Intake Form

RESEARCH OPERATIONS

| Personnel | |
|-----------------------------|--|
| WCH Principal Investigator* | |
| Project Administrator* | |

| Study | |
|---|---|
| Full Project Title* | |
| Short Project Title | |
| Project Purpose* | <input type="checkbox"/> Research <input type="checkbox"/> Quality Improvement <input type="checkbox"/> Other: |
| Study Design* | <input type="checkbox"/> Randomized <input type="checkbox"/> Observational/Registry <input type="checkbox"/> Longitudinal (with repeated events/forms) <input type="checkbox"/> Qualitative <input type="checkbox"/> Other: |
| Number of Sites Expected* | |
| Estimated REDCap Project Start Date* | |
| Estimated REDCap Project End Date* | |
| Health Canada Regulated?* | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Study Duration (recruitment plus follow up phase) | |
| PHI to be Collected (if any) | |

| Database | |
|---|--|
| Number of Forms/Instruments* | |
| Estimated number of Questions/Variables* | |
| Estimated Number of REDCap Users Expected (e.g. requiring accounts) | |
| User Rights, Roles and Responsibilities (Matrix, if available) | |
| Number of Participants Expected (Sample Size) | |

| Data Management | |
|--|--|
| <p>Import of Existing Data Required*</p> <p>If yes, Describe data format, size, structure, and etc. (e.g. frequency, complexity, and workflow; include template, if available).</p> | <p><input type="checkbox"/> Yes:</p> <p><input type="checkbox"/> No</p> |
| <p>Medical Coding Required*</p> <p>If yes, List medical coding required (e.g. MEDDRA, WhoDrug, etc).</p> | <p><input type="checkbox"/> Yes:</p> <p><input type="checkbox"/> No</p> |
| <p>Built-in/Custom Reports Required*</p> <p>If yes, Describe required built-in reports</p> | <p><input type="checkbox"/> Yes:</p> <p><input type="checkbox"/> No</p> |
| <p>Will de-identified images or large files be uploaded?</p> <p>If yes, Describe nature, number and size of the files expected</p> | <p><input type="checkbox"/> Yes:</p> <p><input type="checkbox"/> No</p> |

| Surveys | |
|--|---|
| <p>Surveys to be Collected*</p> <p>If yes, Describe frequency, number of surveys, number of time points, and whether manual or automatic surveys are required</p> | <p><input type="checkbox"/> Yes:</p> <p><input type="checkbox"/> No:</p> |
| <p>Multiple Languages Required*</p> <p>If Yes, List all languages</p> | <p><input type="checkbox"/> Yes:</p> <p><input type="checkbox"/> No</p> |

| Additional Information | |
|--|--|
| <p>Describe any other relevant study information that should be considered in the assessment of your study</p> | |

SELECT REDCap Plans (Select only **one (1)** of the following options):

| REDCap Plans | |
|--|---|
| <input type="checkbox"/> Option A – Full Build by WCH REDCap Support Services (at Cost) | <ul style="list-style-type: none"> ▪ This option allows WCH Researchers access to a trained REDCap Administrator to build their databases and surveys to the specifications required. ▪ This is particularly suitable for projects with complex study design requiring custom functions. ▪ WCH REDCap Support Services will provide an estimated cost of the build based on the information provided in this document. Any changes to the database build specification may necessitate a change to the estimated build cost. |
| <input type="checkbox"/> Option B – Build by Super Users (no cost) | <ul style="list-style-type: none"> ▪ WCH REDCap Support Services will provide access to an empty project at no cost to the WCH Researchers upon request to the REDCap Super Users who have completed required training. ▪ WCH REDCap Support Services will review project requirement for appropriateness of the build and confirm feasibility. WCH REDCap Support Services reserves the right to require the build by its REDCap administrator based on the assessment of the project complexity in order to minimize risk to the platform. ▪ WCH REDCap Support Services will be responsible for REDCap system administration (e.g. system upgrades, periodic threat risk assessments, system validation, and user account management). ▪ WCH REDCap Support Services reserves the right to require revisions to the database at any time to protect integrity of the REDCap platform. ▪ In addition to the documented training, bi-weekly drop-in sessions will be available. |

REDCap Training

WCH REDCap Support Services regularly hosts bi-weekly REDCap drop-in sessions to support our researchers in addition to the documented training materials. Drop-in sessions are intended to provide an informal opportunity to research teams that may require more complex solutions specific to their projects. Pre-registration is not required. Please reach out to redcap@wchospital.ca to receive calendar invites.

REDCap SOPs

Please note that WCHRI REDCap training sessions and support services are provided for the benefit of WCH staff and researchers only.

REDCap Contact

Please contact REDCap@wchospital.ca for any questions related to REDCap.