

REDCap – Terms of Use

Medical Data Integration Center (MeDIC) Cologne

1. REDCap User Accounts

- User accounts can be requested by employees of the University Hospital Cologne (UKK) and external project partners.
- Users can request access as **REDCap Project Manager** (REDCap PM) or **REDCap User**. Each Project requires two REDCap PMs, which are employed at the UKK and take over specific responsibilities within the project (see Section 2).

2. Responsibilities of REDCap Project Managers (REDCap PMs)

REDCap PMs are responsible for the projects they have initiated and for the REDCap Users whom they granted access.

2.1. Ethical and data protection regulations

- REDCap PMs are responsible for the usage of REDCap according to the applicable ethical and data protection regulations of the University Hospital Cologne.
- Only pseudonymized data can be stored in REDCap.

2.2. Management of user rights

- REDCap PMs are responsible for the management of user rights within the REDCap project. This includes:
 - Addition and removal of user access to the REDCap project.
 - Management of **access rights** to specific data collection instruments (no access, read-only access, full edit access).
 - Management of permitted **record operations** (create, rename and delete records).

2.3. REDCap project design

- REDCap PMs are responsible for the design of the required data collection instruments.

2.4. User support

- The REDCap PMs are the first contact point in case of questions regarding the REDCap project or technical difficulties.
- If the REDCap PMs are not able to assist the REDCap User, a request can be submitted to the MeDIC REDCap Admin (medic-support@uni-koeln.de)
- MeDIC will respond to the request within 2 working days.

3. The following actions are prohibited

- It is forbidden to use the REDCap instance for any purpose that is not covered by the license agreement (“non-commercial research purposes only”)
- It is forbidden to use REDCap in any way that violates applicable laws and regulations.
- It is forbidden to take any action that violates the REDCap instance and its security.
- It is forbidden to share any login details.

4. MeDIC rights

- MeDIC reserves the right to remove access to the REDCap instances upon any actions listed in section 3.
- MeDIC reserves the right to monitor the access and content of the REDCap database.

5. Publications

- All publications related to the REDCap software - including those describing its methodology, functionality, or capabilities in supporting electronic data capture for research - must be forwarded to MeDIC prior to publication.