

As a MaineHealth REDCap user, I agree to:

1. Not share my login credentials with another person. i.e., one account per user.
2. Help ensure the future of REDCap at MaineHealth by citing the MHIR CTR grant for any scholarly activity presented (e.g., Presentations, Abstracts, Manuscripts):
This work was supported in part by the Northern New England Clinical and Translational Research grant U54GM115516.
3. Cite all publications resulting from the use of REDCap to collect and manage data should include the following REDCap citation:
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.
4. Inform the MaineHealth REDCap team of any resulting publications or grants.
5. Participate in MaineHealth surveys resulting from this support.
6. Comply with all federal, state and institutional regulations, including:
 - a. All human subject research, must be approved by the Institutional Review Board (IRB) before data is entered. The PI must ensure that this approval remains current during the lifetime of the project.
 - b. Adherence to the privacy and security regulations under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and any subsequent amendments for all patient data. (e.g., All PHI will be marked as an Identifier within each applicable field).
 - c. Cooperation with MaineHealth requests to audit my project for compliance.
 - d. Follow required protocol for disposition of project data. If you research involves human subjects, you will be asked to provide your study's IRB expiration date. As the expiration date approaches, a MaineHealth REDCap team member will contact you to assist with proper disposition of your data and continuance of any outstanding project activities. MaineHealth may delete from its infrastructure, any data related to human subjects research without a valid IRB protocol or explicit IRB approval to retain data after the project has completed.
7. Understand how data that I am interacting with, is governed and abide by applicable laws, regulations and policies.
8. Actively maintain my REDCap projects per the timeframe described in the user's approved IRB protocol, or other timeframe agreed upon by all parties prior to study initiation. The REDCap project will be archived after this time. Once archived, the data will remain in the database (unless requested by the user to be deleted permanently) and the study can be re-opened as necessary with the appropriate approvals.
9. For project creators, if a project has had no activity for 12 months, they will be notified and if the project creator does not respond within 30 days, the project will be deleted.
10. Alert redcap@mainehealth.org when a project is no longer in use.

If you have any questions about this request form or the request process, please contact us at redcap@mainehealth.org