REDCap END USER AGREEMENT

REDCap SYSTEM

The Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Las Vegas (UNLV) and authorized UNLV users, prior to being assigned security code or password authorization to the **REDCap** System, must read, acknowledge and sign this document. **No alterations to this statement are allowed.**

I. **User's Responsibility**

a) As an employee, student/intern, volunteer, or individual assigned to UNLV or any UNLV affiliated entity including UNLV Health, collaborating institutions, or any other entity associated with UNLV or any subsidiary or affiliate thereof; I understand information is required for me to perform my duties and/or authorized activities in accordance with my relationship to UNLV. Some of this information may concern research subjects or participants that are being treated, being seen at, or a part of UNLV and its affiliates. I also understand that all medical and personal information regarding the research participants or patients is confidential and, unless directly related to the care of the patients and authorized by UNLV policy, should not be revealed or discussed with other patients, friends, or relatives, or anyone else within or outside the UNLV environment.

b) I understand that information other than what is noted in 1a regarding the operation of the UNLV Division of Research is confidential. I understand that I will use, disclose, receive, transmit, maintain or create data consistent with federal and/or state laws and UNLV applicable policies and guidelines, and I am only authorized to access this information if it is required for me to perform my duties. This information should not be revealed or discussed with others within or outside of UNLV, except to the extent that the discussion is necessary to perform my duties and/or authorized activities in accordance with my relationship to UNLV or with written authorization by UNLV.

c) I understand that I am required to protect any research subjects or operations information from loss, misuse, unauthorized access, or unauthorized modification, and to report any suspicious activity via https://help.unlv.edu/TDClient/33/IT-Support-Portal/Requests/ServiceDet?ID=356 . Click 'request service' and complete the form.

d) I understand and agree to encrypt and/or password protect information on electronic devices and not download research participant's information onto personally owned electronic devices.

e) I understand that data stored in REDCap will be for single projects only. Users will not mix data from various projects. Storing project data separately will allow the project administrator to access, analyze and successfully track project data.

I understand that I may use my login credentials to perform my duties only and/or only in connection with UNLV matters. I agree to not use anyone else's login credentials to obtain access to the REDCap System. I understand I will be held accountable for all work performed or changes made within the system under my security code and I am not to allow anyone else to access the computer using my login credentials, or leave my computer unattended.

II. **Confidentiality and Data Usage**

a) Projects that include identifiable information and/or Protected Health Information (PHI) must utilize the functions within REDCap for the collection and storage of data.

b) Data exported from REDCap projects shall comply with all IRB, Institutional Compliance, and Privacy de-identification parameters. Logs of data exports will be made available at any time to the Data Privacy Officer for verification against IRB approved release and shared upon request.

c) Access to REDCap projects will be configured by each authorized project owner or by someone to whom the project owner grants user rights privileges and is an authorized user. The user rights settings define all users, their project roles and their access to specific REDCap functionality.

d) **I understand that any publications resulting from the use of REDCap to collect and manage data should include the following REDCap citation:**
    a) *"Research electronic data capture (REDCap) – is a metadata-driven methodology and workflow process for providing translational research informatics support."*

III. **Termination**

a) Upon termination of employment at UNLV and/or completion of the research study, the user agrees to notify the primary contact/project manager within 24 hours so that the user account can be disabled/deactivated.

b) I understand that failure to abide by the terms of this Confidentiality of Information Statement is cause for termination of employment, revocation of privileges, or revocation of access to the REDCap System, and may be noted in my student personal record, and may result in notice to my educational institution or my agency or employer, if such a relationship exists.

SIGNATURE_____**DATE**_____

PRINT NAME (First, Middle Initial, Last)_____

SCHOOL_____**DEPARTMENT**_____

EMPLOYER_____
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