

**REDCap SYSTEM REQUEST**

<b>PI'S NAME:</b>	
<b>PI'S EMAIL:</b>	
<b>PI'S TELEPHONE #</b>	
<b>PROJECT TITLE:</b>	
<b>USER ACCESS NAME (if different than the PI)</b>	
<b>(if different than the PI):</b>	
<b>USER ACCESS TELEPHONE # (if different than the PI)</b>	
<b>USER ACCESS UNLV STATUS:</b>	<input type="checkbox"/> Faculty <input type="checkbox"/> Admin Faculty <input type="checkbox"/> Contractor <input type="checkbox"/> Student   End Date _____ <input type="checkbox"/> NOT affiliated with UNLV (fill out additional fields below)
<b>DEPARTMENT:</b>	
<b>PI's TELEPHONE #:</b>	
<b>If user is not affiliated with UNLV, please fill out the following information and attach a PDF of the IRB approval from the institution of record.</b>	
<b>INSTITUTION:</b>	
<b>IRB #:</b>	
<b>APPROVAL DATE:</b>	<b>EXPIRATION DATE:</b>

**PI Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please email form to [redcap.admin@unlv.edu](mailto:redcap.admin@unlv.edu)

FOR OFFICE USE ONLY		
<b>Date Received:</b>	<b>Date Access Granted:</b>	
<b>IRB Coordinator Name (Print):</b>		
<b>IRB Coordinator Name (signature) &amp; Date:</b>		
<b>Access to REDCap no longer needed, submit to <a href="mailto:redcap.admin@unlv.edu">redcap.admin@unlv.edu</a></b>		
<b>Reason for Termination of RedCap Access</b>		
<b>Removal Request Submitted By</b>	<b>Date Removal Request Submitted</b>	<b>Date of Access Terminated</b>