





Standard Operating Procedure: REDCap Mobile App

SOP Number:	114
Version Number:	1.0
Approved Date:	December 14, 2020
Department/System:	Digital Solutions – Data Management /REDCap

DOCUMENT HISTORY

Version Number:	Summary of Changes Made:	Effective Date
1	New Document	December 16, 2020

APPROVALS

Approver Name	Approver Signature	Date
Gurm Dhugga Associate Director, Research & Digital Technologies UBC Faculty of Medicine		December 16, 2020
Ashley McKerrow Team Lead, Data Management UBC Faculty of Medicine		December 16, 2020

1. PURPOSE

- 1.1. To define the procedure used for requesting the REDCap Mobile App feature through the UBC Faculty of Medicine (FoM) REDCap Data Management (DM) Team.

2. SCOPE

- 2.1. This procedure applies to the FoM Research DM Team members, Principal Investigators (PI), Project Administrators (PA) and Research/Project Team members involved in the request and use of the REDCap Mobile App.



3. RESPONSIBILITIES

- 3.1. PI and/or PA is responsible for requesting the REDCap Mobile App feature by completing the REDCap Mobile App Request Form.
- 3.2. FoM Research DM Team is responsible for the approval of the REDCap Mobile App Request and providing any ongoing training and support.
- 3.3. PI/PA is responsible for managing the Research/Project Team members to request API tokens
- 3.4. The Mobile App user is responsible for requesting and maintaining their individual API token, and for using only their own API token with the Mobile App.
- 3.5. PI and/or PA is responsible for acquiring the device(s) and adhering to the established policies regarding device maintenance and security.

4. RELATED SOPS/DOCUMENTS

- 4.1. FoM REDCap Mobile App Request Form
- 4.2. FoM REDCap Mobile App Best Practice Guidelines
- 4.3. FoM REDCap Mobile App Manual
- 4.4. FoM Research DM SOP 112 REDCap API

5. DEFINITIONS

- 5.1. **Principal Investigator (PI)/Project Lead:** Primary individual in charge of and responsible for the proper conduct of a research project and/or sponsor for non-research projects.
- 5.2. **Project Administrator (PA):** Person responsible for the development of REDCap data instruments and the overall management of the project data.
- 5.3. **Research/Project Team:** Research/project assistants, nurses, data entry and other personnel involved with and granted access to the REDCap project. The Team members report to the PI/Project Lead but are generally directly supervised by the PA.
- 5.4. **FoM Research Data Management (DM) Team:** Team Lead, Scientific Analyst and other FoM DM individuals responsible for managing projects in REDCap and assisting Research/Project Teams in conducting research studies or projects.
- 5.5. **REDCap Project:** A set of data entry forms, surveys, schedules and other data management tools pertaining to a specific research study or project.



- 5.6. **REDCap Mobile App:** a data collection tool for mobile devices that allows REDCap users to collect data without internet and sync the data back to their REDCap project on the FOM server once internet is available.
- 5.7. **REDCap API (Application Programming Interface):** Interface that allows external applications to connect to REDCap remotely, and is used for programmatically retrieving or modifying data or settings within REDCap, such as performing automated data imports/exports to/from a specified REDCap project.

6. PROCEDURE

- 6.1. Requesting REDCap Mobile App feature
 - 6.1.1. PI or PA requests and builds project in REDCap.
 - 6.1.2. PI, PA or Research Team requests the REDCap Mobile App feature on an active REDCap project by completing the FoM REDCap Mobile App Request Form. The form includes basic questions regarding the REDCap project and a Security and Privacy Agreement section.
 - 6.1.3. PI, PA or Research Team emails the Mobile App Request form to the FoM Research DM Team.
 - 6.1.4. FoM Research DM Team approves Mobile App Request. DM Team then responds through to the PI, PA or Research Team member requesting the App, sending the Mobile App Manual and instructions on how to proceed.
 - 6.1.5. PI or PA grants Mobile App User rights in the REDCap project to users who will collect data through the Mobile App.
 - 6.1.6. Individual users with Mobile App rights can request an API token (see FoM Research DM SOP 112 REDCap API)
 - 6.1.7. Once the individual API token is created by the FoM Research DM Team, the user is notified by email.
 - 6.1.8. PI, PA or Research Team member downloads the REDCap Mobile App to the device(s) and creates an Admin account to create and manage the Mobile App user accounts (*See FoM DM REDCap Mobile App Manual.pdf*).
 - 6.1.9. User with the API token downloads the project to the app under their Mobile App username and can begin collecting data (*See FoM DM REDCap Mobile App Manual*).

Note: For more information on how best to manage API tokens and other security concerns please refer to the REDCap Mobile App Best Practice Guidelines.pdf.



7. REFERENCES

N/A