

FoM REDCap Project Request Form

Please complete the following survey to the best of your ability. Details in this survey will assist the FoM Research DM Team in understand your project and approve its eligibility.

If you have any questions, please email fom.redcap@ubc.ca .

Requester Name

_____ (First name Last name)

Requester email

Requestor CWL User Name

Affiliation: Please select all that apply

Health Organization:

- First Nations Health Authority
- Fraser Health
- Interior Health
- Northern Health
- PHSA
- Providence Health Care
- Vancouver Coastal Health
- Vancouver Island Health
- Other/ NA*

Specify Other Health Authority

Department & Schools:

- Anesthesiology, Pharmacology & Therapeutics
- Audiology & Speech Sciences (School)
- Biochemistry & Molecular Biology
- Biomedical Engineering (School)
- Cellular & Physiological Sciences
- Dermatology & Skin Science
- Emergency Medicine
- Family Practice
- Medical Genetics
- Medicine
- Obstetrics & Gynaecology
- Occupational Science & Occupational Therapy
- Ophthalmology & Visual Sciences
- Orthopaedics
- Pathology & Laboratory Medicine
- Pediatrics
- Physical Therapy
- Population & Public Health (School)
- Psychiatry
- Radiology
- Surgery
- Urologic Sciences
- Other/ NA*

Specify Other Department & School:

Research Centres & Institutes

- BC Cancer Research Institute
 - BC Centre on Substance Use
 - BC Children's Hospital Research Institute
 - Biomedical Research Centre*
 - Centre for Blood Research*
 - Centre for Cardiovascular Innovation
 - Centre for Chronic Disease Prevention and Management
 - Centre for Excellence in Indigenous Health*
 - Center for Gender and Sexual Health Equity
 - Centre for Health Education Scholarship
 - Centre for Health Evaluation & Outcome Sciences
 - Centre for Health Services & Policy Research*
 - Centre for Hip Health & Mobility*
 - Centre for Molecular Medicine and Therapeutics*
 - Center for Northern Health
 - Djavad Mowafaghian Centre for Brain Health*
 - Human Early Learning Partnership*
 - ICORD*
 - Institute of Mental Health
 - James Hogg Research Centre*
 - Life Sciences Institute
 - Providence Health Care Research Institute
 - UBC Centre for Disease Control*
 - Vancouver Coastal Health Research Institute
 - Vancouver Prostate Centre*
 - W. Maurice Young Centre for Applied Ethics*
 - Women's Health Research Institute
 - Other/ NA*
- (*UBC Senate-approved)

Specify Other Research & Institute:

Principal Investigator/ Project Lead: Primary individual in charge of and responsible for the proper conduct of a research project and/or sponsor for non-research projects.

First Name

Last Name

Title

(Eg: Professor, Department of Pediatrics, University of British Columbia)

Location

Email

(Only institutional email address)

PI CWL User Name

Phone Number

 ((XXX) XXX-XXXX ext. XXXXX (if applicable))

Project Administrator (PA): Primary contact and person responsible for overseeing the overall development and management of the REDCap project

Is the Project Administrator (PA) information different than the PI/Project Lead information?

- Yes
 No
 (PA: Primary contact and person responsible for overseeing the research project. Ex Coordinator)

PA First Name

PA Last Name

PA Title

PA Email

PA CWL User Name

PA Phone

PA Phone Extension

Type of Project

Purpose of this project:
 (How will it be used?)

- Research (REB reviewed)
 Non-human research
 Quality Improvement (QI)
 Operational Support/ Administrative

If you are unsure whether or not your project requires ethics, go to the PHSA Project Sorting Tool This tool is intended to help differentiate between research and non-research projects and direct them to the relevant review bodies (as applicable) within PHSA.

RESEARCH (REB REVIEWED)

Your project must meet the eligibility criteria below: The Principal Investigator (PI)/ Project Lead is a UBC FoM member. Only REB approved data can be stored (i.e. names, MRN, phone numbers must be REB-approved)

For more information, refer to the Appropriate Use Policy Research Ethics Status either Approved or Pending Project has an REB Number Example projects: Clinical trials, research registries, chart reviews

NON-HUMAN RESEARCH

Your project must meet the eligibility criteria below:

The Principal Investigator (PI)/ Project Lead is a UBC FoM member. REB Approval NOT required Example projects: Literature/scoping reviews, animal studies

Quality Improvement (QI) QI projects may collect data for the purposes of clinical decision making, program evaluation, or operational support and/or to modify current data collection practice.

Your project must meet the eligibility criteria below: The Principal Investigator (PI)/ Project Lead is a UBC FoM member. Approved by the appropriate Health Authority's Privacy office May contain patient data Does NOT require REB approval Does require Institutional approval Example projects: program evaluation, audits

Administrative/Operational Support Supports administrative activities

Assists in facilitating workflows

Your project must meet the eligibility criteria below: Approved by appropriate Health Authority's Privacy Office May contain patient data Does NOT require REB approval Example projects: conference evaluation, tracking, education, training, administrative, online referral

Project Details

Project Title

(Title should be short, clear and unique)

Is this a copy of a project in FoM REDCap?

Yes No

Provide the Project ID (PID) of the project you would like copied

(Your PID number can be found at the end of your project's weblink on REDCap. For instance, "...index.php?pid=15" would mean that the PID # is 15.)

What is the reason for copying the project?

Select what you would like copied with your project from the following list (Fields, events, and user roles are copied by default):

- All records/responses
- All users and user rights
- All User Roles (Always Copied)
- All reports
- All Report Folders
- All data quality rules
- All Project Folders
- All settings for Survey Queue and Automated Survey Invitations
- All project bookmarks
- All custom record status dashboards
- All Settings for External Modules
- All alerts & notifications
- Project Customizations built by the FoM DM Team

PIA status

Approved
 In progress
 Not required
 (Privacy Impact Assessment (PIA) is conducted through your Health Authority's privacy office.)

Please explain:

Does this copy project have the same REB number as the original project? Yes No

Institutional Approver: provide the name of the corresponding approver. Please ensure the project lead is not approver of the project.

Provide a summary of the project including the following:
DESCRIPTION of the project TYPE of data the project is planning to collect SOURCE or METHOD of data collection such as charts for review directly from patients i.e. surveys

Research project classification

Select all that apply:

- Basic or bench research
 - Clinical research study or trial
 - Translational research 1 (applying discoveries to the development of trials and studies in humans)
 - Translational research 2 (enhancing adoption of research findings and best practices into the community)
 - Behavioral or psychosocial research study
 - Epidemiology
 - Repository (developing a data or specimen repository for future use by investigators)
 - Other
-

REB status

- Approved
 - Pending
-

You can begin developing your REDCap project. Project must have approved REB status to move to production and collect real data.

REB Number

Is this study a regulated clinical trial? Yes No

Select all regulatory bodies:

- Health Canada
 - US FDA
 - Other
-

Other, please specify:

Upload any relevant attachments (XML, protocol, questionnaires, etc.)

Note: If you would like us to create your project using an XML file, please attach it here and specify this in the comments section below.

Users

Please provide all CWLs or PHSA/VCH/PHC usernames, apart from PI/PA, for whom you would like added to your REDCap project. List each user on separate line.
(Note: To add additional users to your project, the Project Administrator can add the user's CWL (e.g. CWLusername@ubc.ca) or PHSA/VCH/PHC credentials (e.g. janedoe@vch.ca) to the appropriate user role or assign user rights. For more information, see User Rights Training.)

Comments

Provide any comments you would like to submit with your request.