



<b>Title:</b> External User Policy	<b>Area:</b> REDCap
	<b>Version No.:</b> 1.0
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	<b>Pages:</b> 3

## 1.0 Introduction

In accordance with the WE-SPARK Health Institute REDCap End User Licensing Agreement (EULA), we may allow limited access to REDCap by a **“third party research collaborator”**.

This permits access to REDCap for collaborators working on projects in which the Principal Investigator is a WE-SPARK Health Institute Member and employed by one of our partner institutions. External Collaborator accounts will differ in their capabilities and access.

## 2.0 Persons Affected

All users of the WE-SPARK Health Institute instance of REDCap.

## 3.0 Sponsoring External Collaborator Accounts

WE-SPARK Health Institute researchers who have REDCap accounts can sponsor external collaborators accounts. Those external collaborators [must apply for a REDCap account](#) and indicate that they are an external collaborator. They must also [become WE-SPARK Health Institute members](#).

They will be able to identify their sponsor during the application who will be assigned as such during the account creation process. If they are not indicated during the approval process, the application will be rejected.

Sponsors will be the Principal Investigator of the collaborative research project, or an approved delegate(s) of the Principal Investigator (i.e. approved study staff).

## 4.0 External Collaborator User Rights

In accordance with the WE-SPARK Health Institute REDCap EULA, external collaborator accounts will not be granted project creation rights within REDCap.

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External collaborators will only be able to access projects where their sponsor has granted them access.

#### 5.0 Sponsor Responsibilities

It is the responsibility of the sponsor or an approved delegate(s) to ensure the external collaborator has appropriate access within their REDCap project. Sponsors or their approved delegate(s) must assign appropriate access via the User Rights Module within their REDCap project.

Appropriate access will depend on the external collaborator's role in the project, and there may be ethical considerations. It is the responsibility of the sponsor to set access rights that adhere to their REB, Funder, or other regulatory approvals.

**WE-SPARK Health Institute REDCap administration is not responsible for providing project access, assigning appropriate user rights, terminating access and monitoring external collaborator REDCap usage.**

If it is found that an external collaborator is doing anything to violate the EULA and/or [Terms of Use](#), their account will be suspended. This may extend to the sponsor depending on the severity of the violation(s).

Sponsors are responsible for requesting termination of REDCap access for external collaborators when their work on the project is completed, or when the project itself is completed. They can do this from the sponsor dashboard which can be accessed in the "My Projects" tab on REDCap (See Appendix A).

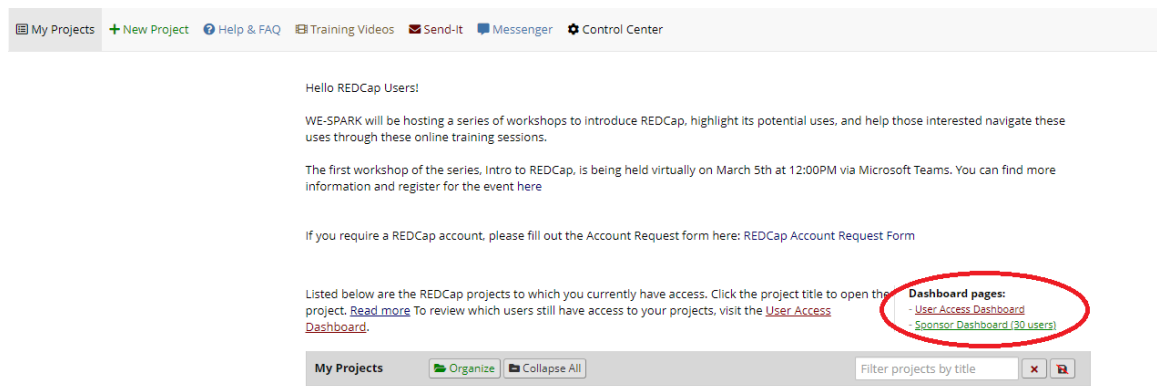
Date	Revision No.	Revision Type (minor edit, moderate revision, complete revision)	Reference Section(s)
2021-03-24	1.0	New procedure drafted	N/A

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## **Appendix A**



**Figure 1. Sponsor Dashboard Location**

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