

REDCap Access Request form

Access to REDCap through Western Sydney University is subject to the following terms and conditions:

* Western Sydney University (Western) is subject to the REDCap Non-Profit End-User License Agreement, made by and between Vanderbilt (Vanderbilt) University and Western Sydney University. The License Terms can be read here in full: <https://projectredcap.org/partners/termsofuse/> All Western-authorised users of RedCap must comply with this Licensing Agreement.
* Notwithstanding the Licensing Agreement, all users are also subject to the Health Records and Information Privacy Act 2002 (HRIP Act) and all other privacy and ethical considerations. Please refer to the Handbook to Health Privacy here for more information: <https://www.ipc.nsw.gov.au/sites/default/files/file_manager/hripa_health_handbook.pdf>
* REDCap use is only permitted for non-commercial research purposes.
* All users are required to be competent in the use of REDCap and functionalities. Western administrators do not provide functional support. Study set-up and allocation of user privileges is the responsibility of the User/s. Please note that the consequences of poor user rights assignments could be damaging to both the security and integrity of your project. For instance, giving record deletion or project design rights to an untrained person could result in data loss or database integrity issues.
* Certain REDCap functions can only be performed by the REDCap administrator at Western. These requests are made within the application. Request for these functions to be completed are ultimately the responsibility of the user, and the administrator will not generally perform any quality control and risk management as to the request. For example, requesting a project to move into production mode may cause loss of test data, and the Administrator will not necessarily reconfirm this with the user.
* REDCap is not to be used as a data repository beyond the active life of your project. Research rules around data retention, and your responsibilities under the HRIP Act are managed outside of the REDCap application.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School / Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are not Western Sydney University staff, adjunct or conjoint, please provide additional details:

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of WSU collaborator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for requesting access to Western REDCap (e.g. collaboration with a Western researcher on a project): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agreed to the above Terms and Conditions.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Email completed form to IT Service Desk <itservicedesk@westernsydney.edu.au>*