AUGUST 2022 V2.0

REDCAP WVU IRB ELECTRONIC INFORMED CONSENT START GUIDE WVU OHRP



REDCap Electronic Informed Consent (eIC)

- ✤ Use these instructions ONLY when WVU is the IRB of Record.
- REDCap eConsent forms do not use an eSignature field. The REDCap eConsent Framework captures the agreement to participate as a digital signature by asking the participant/LAR to check a box containing text related to the agreement. The eConsent Framework (a feature in REDCap) locks the record and provides other information and technical features required for federal regulations and institutional policy. For additional information, please refer to the documentation in REDCap. Note that the eConsent Framework meets FDA certification requirements. When discussing consent with participants/LARs, be sure to use the word "signature" carefully as the participant/LAR will not SIGN the form using the traditional method of signature.
- ✤ If you would like assistance for eConsent before you submit the protocol, contact <u>WVU</u> <u>OHRP</u> for an eIC Consultation before you begin or visit the <u>WVU OHRP website</u>.

1. Access REDCap

Log in to <u>https://redcaplive.wvctsi.org/redcap/</u> using your WVU credentials.

If you do not already have a REDCap account, follow the instructions listed on <u>this page</u> to submit a REDCap account request through iLabs.

2. Download the eIC Submission Worksheet

The WVU IRBs require an eIC Submission Worksheet for all full board protocols and for expedited, exempt, flex, and NHSR when PHI is involved to facilitate protocol review and approval. The worksheet includes questions regarding how eIC will be used for consenting participants/LARs in-person, remotely, or both. Completing the worksheet should eliminate the need for time-consuming revisions.

Click <u>here</u> to access to WVU OHRP website Forms page. Scroll down to the Electronic Informed Consent Submission Worksheet section of the page.

3. Locate the WVU IRB Approved eTemplates

The eTemplates are available in the REDCap Library.

The eTemplates can be customized; however, the WVU IRB must approve any change to the eTemplate. Modifications should be clearly explained in the *eIC Submission Worksheet*.

To create an eTemplate :

- 1. Click the "+ New Project" tab at the top of the screen
- 2. Select "Use a template (choose one below)"
- 3. Choose the applicable eConsent template based on your research project.



4. Ensure your project title includes the PI last name and WVU+kc protocol number as well as the full project title. Example: Smith 1234528591 Title of Study Here

REDCap	Home 🔳 My Projects	+ New Project 🛛 Help 8	FAQ 🖪 Training Videos	s 💌 Send-	Messenger 🌣 Control Center			
		+ Cr	+ Create a new REDCap Project					
		You ma button	You may begin the creation of a new REDCap project on your own by completing the form below and clicking the Create Project button at the bottom.					
		Projec	Project title:					
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		Assign Folder	Assign project to a Project					
		Projec Commen or purpo	Project notes (optional): Comments describing the projects use or purpose that are displayed on the					
		Start j or beg	Start project from scratch or begin with a template? Use a template (choose one below)					
		0	WVU IRB Approved - OF and e07 Combined	IRP-e01	MMR/OMR standard eConsent. Contains two surveys - an email use agreement that prompts users to enter a set of security questions, and a password protected eConsent form, which will automaticaliby be sent to the participant whem Show more			
		0	WVU IRB Approved - OF MMR Assent Consent Fo Minors (Ages 7-17)	HRP-e03 orm -	Contains two surveys - an email use agreement that prompts users to enter a set of security questions, and a password protected eConsent form, which will automatically be sent to the participant when the EMA is completed.			
			WVU IRB Approved - OF MMR/OMR HIPAA Author Form	IRP-e04 prization	HIPAA Authorization Form for use when a separate form is required or desired. Built-in signature block options: ParticipantLARIParentLegal Guardian. WVU Consenting Person signs when the form is returned with Participantshow more			
			WVU IRB Approved - OF Tissue or Data Reposito Form	IRP-e05 ory Consent	Built-in signature block options: Participant/LARI/Parent/Legal Guardian. Optional Witness signature block can be added by the Researcher. WVU Consenting Person signs when the form is returned with Participant Signature.			
				Create	Project Cancel			

4. Verification of Identity (Required for FDA regulated research)

FDA guidance for eIC requires the consenting researcher to verify the identity of the person who will sign the consent form from a remote location. The standard method is to view a formal ID while on the required HSC Zoom video session. If this is not possible, the researcher can use the three identity verification questions. The participant/LAR is asked to enter their first name, last name, and birth month. The participant/LAR is requested to enter their answers to the questions as a "login" when they click on the link to open the consent form.

5. Initial Protocol Submission

NOTE: All eConsent forms presented to a prospective participant/LAR must be included in the protocol submission.

The standard content provided with the eTemplates, including survey questions, email message text, subject lines, messages to the prospective participant, **cannot** be changed unless approved by the WVU IRB. Only Logos approved by University Relations can be inserted into the eTemplates.



Modifications could include additional questions, embedded videos, or links to websites. Note that all electronic materials that will be presented to the participant/LAR must be submitted to the WVU IRB (the link (url) and a PDF of the contents of the electronic material).

NOTE: After customization, the eTemplate is considered an eConsent Form and is in a draft state similar to the Informed Consent Form. The draft contains a "placeholder" PDF for ADA compliance and a "placeholder" image file. The PDF and the image file will be replaced after WVU IRB approval.

Be sure to describe any requested changes to standards in the eIC Submission Worksheet.

1. Modify the eTemplate to include the PI name and contact information and activate automated survey invitations for the consent form.

The WVU IRB requires that a researcher(s) be designated to monitor returned responses. When completed forms are returned to WVU through REDCap, email messages are sent to the addresses included in the Survey Notification option.

Click "Designer" within the Project Home and Design menu section

- Click "Survey Notification" within the Survey Options section
- Select the researchers to be notified by selecting their email address in the drop-down list.

REDCap	OHRP-e01 MMF	NOMR with Sig	gnature						
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Data Collection		Survey options:			Add new instrument:				
 Survey Distribution Tools Get a public survey link or build a participant list for inviting respondents 	Data Collection Instruments	Survey Login			Ureate a new instrument from scratch Import a new instrument from the official <u>REDCap Shared Library</u> A Upload instrument ZIP file from another project/user or <u>external libraries</u>				d Library ? external libraries ?
Record Status Dashboard - View data collection status of all records	Instrument nam	le		Fields	View	Enabled as	Instrument actions	Survey-related op	tions
Add / Edit Records - Create new records or edit/view existing ones	OHRP-e07 Perm	ission to Use Email		16		©↓	Choose action \bigtriangledown	 Survey settings 	+ Automated Invitations
Show data collection instruments	OHRP-e01 MMR	OMR With HIPAA		22		۷	Choose action 🗢	Survey settings	Automated Invitations
Applications									

Ensure Automated Invitations are Activated for the eConsent. Click the red "automated invitations" button next to the consent form instrument and click "active" under step 4.

West Virginia University. Office of Human Research Protections

REDCap eIC Instructions

fine Conditions for Automated Survey Invitations (ASI)	1
ey title: WVU Informed Consent Form Specify conditions for sending invitations:	
FP 1: Compose message	
"WVU Email Disclosure Form"	~
WVU Research hsrcsurvey@hsc.wvu.edu	
(select any project user to be the 'Sender')	
[All participants who meet the conditions defined]	
act: Message From WVU	
Send test email (e.g., [age] > 30 and [sex] = "1")	
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e link does not work, cut and paste the url below into the address bar of your browser.	
rvey-uri] O Send on next select day v at time O HM	
ase contact the Principal Investigator if you need assistance.	minutes
O Send at exact date/time: ∰⊡ MD/Y H:M	
d OPTIONAL: Enable reminders	
TE: You may modify or remove any text you wish in the Compose Message text box above. Make sure you de either [survey-link] or [survey-uir] in the text or else the participant will not have a way to take the your supervised to the supervised time?	by a
w to use Piping in the survey invitation	
Activate these automated invitations? In order for automated survey invitations to using these specified conditions, it must be set to Active. You may make them Not (and vice versa) at any point in the future. NOTICE: setting it to 'Not Active' will in any invitations from sending that have already been scheduled, in which case t instead be deleted manually.	be sent t Active ot pr the
Active O Not Active	
Save Save & Copy to	Cancel

2. Obtain the link (url) for the eConsent Form to include in the *eIC Submission Worksheet*:

Select SURVEY DISTRIBUTION TOOLS from the menu to the LEFT of the screen.



Click on the COPY icon (see red arrow) and PASTE the link in WVU+kc.

Survey Distribution Tools

Survey Link 👪 Participant List 🔄 Survey Invitation Log
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Using a public survey link is the simplest and fastest way to collect responses for your survey. You may obtain the survey link below to email it to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a single surve link for all participants, it allows for the possibility of participants taking the survey multiple times, which may be necessary in some cases.

To obtain the survey link, copy the URL below and paste it into the body of an email message in your own email client. Your email recipient(s) can then click the link to begin taking your survey.



- 5. To obtain a PDF of the eConsent Form to attach in the ATTACHMENTS tab of WVU+kc:
 - Select the ONLINE DESIGNER TAB from the menu at the top of the screen.
 - Click on the Adobe PDF icon, a file will be downloaded.
 - Attach the file to the protocol submission ATTACHMENTS tab in WVU+kc.

nent name	Fields	View PDF	En ed a
/erification Question and Answer Form	15		
onsent Form	15		۷
nting Person's Signature - Not a Survey Form	2		Enable



6. Determining and Configuring Distribution Methods.

NOTE: Links (urls) cannot be sent using WVU, HSC, or WVU Medicine email systems; all electronic information consent materials MUST be sent within REDCap. The REDCAP Participant List should be used to send eConsent forms.

There are multiple options for distribution depending on the research project requirements. Please refer to the REDCap documentation and discuss distribution methods with the <u>WVU</u> <u>REDCap Administrator</u>. Describe the distribution method in the *eIC Submission Worksheet*.

In-Person Consent

When using eConsent forms in-person, an email can be used to provide the link (via the participant distribution list function in REDCap) or manually on a device provided by the study team (no email needed).

Remote Consent

The participant distribution list function is REDCap must be used to email the survey to the participant.

7. After WVU IRB Approval:

After the WVU IRB approves the protocol, the Informed Consent Document must be attached to the eConsent Form as a PDF. Each page must be uploaded as an image file (replacing the placeholder pages).

1. Attach the approved watermarked PDF of the Informed Consent Form or Cover Letter for ADA Compliance

Replace the "placeholder" document by uploading and attaching the PDF of the approved and watermarked informed consent document. The PDF is required to enable the document to be read by a screen reader. The document in the electronic consent form is an image and cannot be read. This PDF is for review only; it should not be signed. <u>The signature is obtained</u> <u>electronically using REDCap through the REDCap eConsent Framework – Note that this is not an eSignature where the person uses a mouse, finger, or stylus to "draw" a signature; it is a checkbox.</u>

2. Upload the image files for each page of the IRB Approved and Watermarked Informed Consent Form.

After completing this step, the Informed Consent Document will be visible within the eConsent Form as an image file. Including the document facilitates the discussion between the consenting person and the prospective participant/LAR. The page breaks to allow for a pause after each page to ensure understanding (federal and institutional requirements).

The images also enable REDCap to provide the participant/LAR with a complete PDF of the signed informed consent document (the eSignature and the approved/watermarked Informed



Consent Document); without the images, the PDF would only include the answers to the REDCap survey fields.

To display your consent form within the eTemplate survey and to facilitate a complete PDF of the consent form with eSignatures:

- 1. Replace the tutorial image with a high-resolution image approved informed consent form.
- 2. Create the image by exporting a PDF of the informed consent form as a .jpg file or. PNG using a preferred PDF editor. Each page will be a separate file.
- 3. To upload the images to the survey form:
 - Add a field or edit the existing tutorial image
 - Set the Field Type to "Descriptive Text (with optional Image/Video/Audio/File Attachment)"
 - Select "Upload file," then choose the file
 - Select "Inline Image" for the "Display format of attachment on page."

Edit Field	ж
You may add a new project field to this data collection instrument by completing t bottom. When you add a new field, it will be added to the form on this page. For a you may view the IBI Field Types video (4 min).	he fields below and clicking the Save button at the n overview of the different field types available,
Field Type: Descriptive Text (with optional Image/Video/. 🗸	
Question Number (optional) Displayed only on the survey page Field Label Image: Comparison of the survey page	Variable Name (utilized in logic, calcs, and exports) consent_image_goes_here ONLY letters, numbers, and underscreated and the seed upon its Field Laber?
Paragraph ✓ B I ∅ E Ξ Ξ ♠ ∅ ½ I = I = I = I = I = I = I = I = I = I =	Underscores How to use • Ismart Variables Plping Optional file attachment, image, audio, or video: • Embed an external video (provide video URL) ? • Embed an external video (provide video URL) ? • e.g. https://youtube.com/watch?v=E1cCuWMupz0, https://wample.com/movie.mp4 Display format of video: Inline ● Inside popup • or - • Attach an image, file, or embedded audio ● Upload file Display format of attachment on page:
Learn about Action Tags or using Field Annotation	Link Inline image Audio file (play in embedded player on page) Compatibility notice for embedded audio (Images wider than 600 pixels will be downsized to fit page.)

- 4. Add a page break (regulatory requirement) after each image.
 - Add a new field between two images
 - Set Field Type to "Begin New Section (with optional text)"
 - Click Save

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OFFICE OF HUMAN RESEARCH PROTECTIONS

Add New Field	
You may add a new bottom. When you you may view the P	v project field to this data collection instrument by completing the fields below and clicking the Save button at the add a new field, it will be added to the form on this page. For an overview of the different field types available, El <u>Field Types video (4 min</u>).
Field Type: Begin	n New Section (with optional text)
Field Label	Use the Rich Text Editor ?
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ed in as alcalkins Log out	Survey Distribution Tools
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Projects or Control Center Cap Messenger tome and Design ect Home · III Project Setup igner · III Dictionary · III Codebool at status: Development lection	Public Survey Link At Participant List Survey Invitation Log The Participant List option allows you to send a customized email to anyone in your list and track who responds to your survey. It is also possible to identify an individual's survey answers, if desired, by providing an Identifier for each participant (this feature must first be enabled by clicking the 'Enable' button in the table below). Note: All survey presponses collected are considered anonymous unless you 1) are using Participant Identifiers or 2) have enabled the designated email field for invitations. More details
Projects or ✿ Control Center Cap Messenger tome and Design ect Home : 溍 Project Setup igner : ∰ Dictionary : ∰ Codebool t status: Development lection rey Distribution Tools a public survey link or build a participant list for ting respondents	Public Survey Link At Participant List Survey Invitation Log The Participant List option allows you to send a customized email to anyone in your list and track who responds to your survey. It is also possible to identify an individual's survey answers, if desired, by providing an Identifier for each participant (this feature must first be enabled by clicking the 'Enable' button in the table below). Note: All survey responses collected are considered anonymous unless you 1) are using Participant Identifiers or 2) have enabled the designated email field for invitations. More details Participant List belonging to Initial survey "WVU Research Email Use Agreement" Pisplaying -ALL - v of 0 Add participants Compose Survey Invitations
Projects or Control Center Cap Messenger tome and Design ect Home · F Project Setup igner · Dictionary · Codebool it status: Development lection vey Distribution Tools a public survey link or build a participant list for this respondency ord Status Dashboard valas collection status of all records	Public Survey Link Participant List Participant List Survey Invitation Log The Participant List option allows you to send a customized email to anyone in your list and track who responds to your survey. It is also possible to identify an individual's survey answers, if desired, by providing an identifier for each participant (this feature must first be enabled by clicking the 'Enable' button in the table below). Note: All survey responses collected are considered anonymous unless you 1) are using Participant identifiers or 2) have enabled the designated email field for invitations. More details Participant List belonging to Initial survey "WVU Research fmall Use Agreement" Participant List belonging to Initial survey "WVU Research fmall Use Agreement" Participant List belonging to Initial survey Participant identifier (optional) Participant list Beroord Participant Identifier (optional) Percent Participant Identifier (optional)
Projects or Control Center Cap Messenger tome and Design ect Home - FE Project Setup igner - Dictionary - Codebool it status: Development lection vey Distribution Tools a public survey link or build a participant list for their respondent assus of all records ord Status Dashboard viata collection status of all records // Edit Records at new records or edit/view existing ones	Public Survey Link Participant List Participant List Survey Invitation Log The Participant List option allows you to send a customized email to anyone in your list and track who responds to your survey. It is also possible to identify an individual's survey answers, if desired, by providing an identifier for each participant (this feature must first be enabled by clicking the "Enable" buttom in the table below). Note: All survey responses confered are considered anonymous unless you 1) are using Participant identifiers or 2) have enabled the designated email field for invitations. More details Participant List belonging to Initial survey "WVU Research Email Use Agreement" v Remove all participants Displaying -ALL - v of 0 Add participants Email Record Participant Identifier (optional) Responded? Invitation Link Survey Control of Code

8. Create a Participant List

Create a Participant list.

- Click "Survey Distribution Tools" in the Data Collection section of the left-hand menu
- Click the "Participant List" tab towards the top of the screen
- Select the "Add participants" button
- Add the emails of the participants, one per line
- Click "Add participants."
- Click "Compose Survey Invitations"
- Compose the email invitation (this should be an IRB-approved message) and select the participants to receive the email invitation within the participant list checkbox, then click "Send Invitations."
- You can add to the list as participant join.



9. Send the eConsent Forms

Using the approved distribution method, distribute the eConsent forms to remote and in-person prospective participants/LARs.

10. Access and Manage Responses

Email messages will be sent to notify of returned responses to the email addresses entered in Survey Notifications

To view the eConsent forms that have been submitted by participants, select "Record Status Dashboard" in the Data Collection section of the left-hand menu. This screen will display a table listing all existing survey responses.

REDCap	OHRP-e01 MMR\OMR with Signature				
A Logged in as alcalkins Log out My Projects or Control Center REDCap Messenger	III Record Status Dashboard (all records) Displayed below is a table listing all existing records/responses and their status for every data				
Project Home and Design	collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to one a new tableting on the table to one a new tableting on the tableting of the tableting of the tableting of the tableting of tablet				
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Data Collection	Dashboard displayed: [Default dashboard]				
Get a public survey link or build a participant list for	Displaying record v of 0 records ALL (0) v records per page				
Record Status Dashboard View data collection status of all records	+ Add new record				
Add / Edit Records - Create new records or edit/view existing ones	Displaying: Instrument status only Lock status only All status types				
Show data collection instruments	OHRP-007 OHRP-001				
Applications	to Use With Consenting				
 Alerts & Notifications Calendar Data Exports, Reports, and Stats 	No records exist yet				

11. Consenting Person Signature (Required for MMR)

For MMR protocols, the Consenting Person's eSignature is required. For OMR with PHI, this is not required but is included in the REDCap project for the eTemplate (but can be deleted). Note that the signature in this step IS an eSignature provided by a mouse, finger, or stylus.

When a participant has returned a form, the consenting person must sign the eConsent Form using the "Consenting Person" instrument included with the REDCap eTemplate project. The consenting person will navigate to the Record Status Dashboard and select the status icon for the appropriate Record ID.



REDCap	OHRP-e01 MMR\OMR with Signature						
Cogged in as alcalkins Log out Control Center Co	Record Status Dashboard (all records) Displayed below is a table listing all existing records/responses and their status for every data						
Project Home and Design	collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data						
 Project Home · I Project Setup Collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group. Incomplete () Incomplete () Incomplet							
Data Collection	Dashboard displayed: [Default dashboard] 🖌						
Get a public survey link or build a participant list for inviting respondents	Displaying record Page 1 of 1: "1" through "1" v of 1 records ALL (1) v records per page						
Record Status Dashboard View data collection status of all records	+ Add new record						
Add / Edit Records	Add / Edit Records - Create new records or edit/view existing ones Displaying: Instrument status only Lock status only All status types						
Show data collection instruments	OHRP-e07 OHRP-e01 Permission MMR/OMR						
Applications	to Use With Consenting Record ID Fmail HIRA Person						
 Alerts & Notifications Calendar 							

The consenting person will complete the two fields, Consenting Person's Full Name and Consenting Person's Signature.

	OHRP-e01 MMR\OMR with Signature	
Logged in as alcalkins Log out	Actions: 🔀 Modify instrument 🛛 🔁 Download PDF of instrument(s) 🗢	BI <u>VIDEO: Basic data entry</u>
My Projects or Control Center REDCap Messenger	Consenting Person	
Project Home and Design	Editing existing Record ID 1	
A Project Home 🕐 🚝 Project Setup	Record ID	1
Designer · Dictionary · Codebook Project status: Development	Consenting Person's Full Name	8
Data Collection	Consenting Person's Signature	H and investor
Survey Distribution Tools		Add signature
 Get a public survey link or build a participant list for inviting respondents 	Form Status	
 Record Status Dashboard View data collection status of all records 	Complete?	😑 Complete 🗸
Add / Edit Records	Lock this record for this form?	
Record ID 1 Select other record	If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.	🗌 🔒 Lock
OHRP-e07 Permission to Use Email		Save & Exit Form Save & 🝷
Consenting Person		
G Lock all instruments		Cancel

12. Send the Fully Executed eConsent Form to the Participant or LAR.

If you study is required to comply with GCP-ICH, the fully executed copy containing the participant/LAR eSignature and the Consenting Person's signature must be sent to the person who signed the Form.

When the consenting person has signed the returned eConsent, a PDF can be sent via REDCap SEND-IT to the participant\LAR. REDCap Send-It is a secure data transfer application for sending and receiving documents. Send-It can also be used to transmit eConsent forms for OMR research.

Note: The SEND-IT feature can also be used to send the consent document to the participant if they fail to download their signed copy after they complete the form.



Emailing signed consent forms as attachments using an institutional email address is not permitted by the institution. All consent information must be transmitted using REDCap.

REDCAP SEND-IT:

- 1. Download the PDF of the fully executed eConsent Form:
- Select the Record ID for the appropriate record from the Record Status Dashboard

Logged in as alcalkins Log out My Projects or Control Center REDCan Messenger	Record Status Dashboard (all records) Displayed below is a table listing all existing records/reconcises and their status for eveny data				
Project Home and Design	collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table come a new table down in the state of the colored buttons in				
Project Home · ﷺ Project Setup C Designer · ﷺ Dictionary · Codebook Project status: Development	the table to open a new tablywindow in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.				
Data Collection	Dashboard displayed: [Default dashboard] 🗡				
 Survey Distribution Tools Get a public survey link or build a participant list for inviting respondents 	Displaying record Page 1 of 1: "1" through "1" v of 1 records ALL (1) v records per page				
Record Status Dashboard View data collection status of all records	+ Add new record				
Add / Edit Records	Displaying: Instrument status only Lock status only All status types				
Show data collection instruments	OHRP-e07 OHRP-e01 Permission MM8/OMR				
Applications 😑	to Use With Consenting Record ID Email HIPAA Person				
▲ Alerts & Notifications ⊟ Calendar					

• Navigate to the "Choose action for record" drop-down and select "Download PDF of record data for all instruments."

Wp Projects or \$ Control Center REDCap Messenger Project Home and Design * Project Home - # Project Setup © Designer - 1 Dictionary - Codebook Project status: Development	Record Home Page The grid below displays the form-by-form pre- entered for the currently selected record. You the colored status icons to access that form/ Choose action for record Record ID 1	ogress of data u may click on event.	Legend for status icons: Incomplete O Incomplete (no data saved) Unverified Partial Survey Response Complete Completed Survey Response
Survey Distribution Tools Get a public survey link or build a participant list for inviting respondents	Data Collection Instrument OHRP-e07 Permission to Use Email (survey) OURD and ANNA (Sub Purity Annual College)	Status	
View data collection status of all records Add / Edit Records - Create new records or edit/view existing ones	OHRP-e01 MMR/OMR With HIPAA (survey) Consenting Person	•	
Logged in as alcalkins Log out My Projects or & Control Center REDCap Messenger roject thome and Design	Record Home Page The grid below displays the form-by-form pre- entered for the currently selected record. You	ogress of data u may click on	Legend for status icons: Incomplete (○) Incomplete (no data saved)
Logged in as alcalkins Log out My Projects or ✿ Control Center REDCap Messenger Project Home and Design Project Home - ﷺ Project Setup C Designer - ﷺ Dictionary -	Record Home Page The grid below displays the form-by-form pre- entered for the currently selected record. Yo the colored status icons to access that form/ C Choose action for record Download ZIP file of all uploaded docum	ogress of data u may click on event. ents	Legend for status icons: Incomplete Incomplete (no data saved) Unverified Partial Survey Response Complete Completed Survey Response
Logged in as alcalkins Log out My Projects or & Control Center REDCap Messenger Project Home and Design Project Home - ☆ Project Setup Designer - ☆ Dictionary - ⓒ Codebook Project staus: Development bata Collection	Record Home Page The grid below displays the form-by-form pre- entered for the currently selected record. Yoi the colored status icons to access that form// Choose action for record Download ZIP file of all uploaded docum Download PDF of record data for all instri	ogress of data u may click on event. ents ruments	Legend for status icons: ● Incomplete () Incomplete (no data saved)) ● Unverified ③ Partial Survey Response ● Complete ③ Completed Survey Response
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- 2. Send the PDF through REDCap Send-It:
- Navigate to the main "My Projects" REDCap page
- Select the "Send-It" tab at the top of the screen



REDCap Home I My Projects + New Project		
REDCap Updates:		
	REDCap Security Update:	
	In an effort to enhance security, WVCTSI now requires the use of DUO Two-Factor Authentication to access the REDCap system. Please visit https://wwu.teamdynamix.com/TDClient/KB/ArticleDet?ID=44017 for instructions on how to use DUO.	

- Fill out the Form and specify to whom you wish to send the file
- Set the expiration to 14 days REQUIRED; the WVU IRB must approve changes
- Check the box for "Receive confirmation?"
- Click "Send It!"

Send-lt

Send-It is a secure data transfer application that allows you to upload a file (up to 32 MB in size) and then allow multiple recipients to download the file in a secure manner. Each recipient will receive an email containing a unique download URL, along with a second follow-up email with the password (for greater security) for downloading the file. The file will be stored securely and then later removed from the server after the specified expiration date. Send-It is the perfect solution for anyone wanting to send files that are too large for email attachments or that contain sensitive data.

Instructions for using Send-It:

Fill out the form below to specify to whom you wish to send the file, as well as other custom information and settings. Each email address you enter below will receive a message stating that a file is available for download. The email will include a unique link and password, which the recipient will use to navigate to the webpage for downloading the file to their computer. If the file is very large, it may take several moments to upload, so please allow it to continue to upload until it notifies you of its completion.

From:	alcalkins@hsc.wvu.edu
To: (recipient emails)	
	Separate email addresses with commas, semi-colons, or line breaks
Email subject: (optional)	
Email message: (optional)	
Expiration:	14 days \checkmark Specify the time after which the file will no longer be accessible for download
Select a file:	Choose File No file chosen (Max file size: 32 MB)
2	Receive confirmation? Get an email notification informing you when your file has been downloaded by <u>each</u> recipient.
	Send It!

13. Submitting Revisions to the WVU IRB

Submitting modifications and requested revisions to the WVU IRB is the same process for all other modifications and revisions. Please see the applicable REDCap guides for replacing your consent document in REDCap to ensure you do not lose any data previously collected.