



Electronic Consent (e-consent) Guidance



THE UNIVERSITY OF
CHICAGO MEDICINE &
BIOLOGICAL SCIENCES



CENTER FOR
RESEARCH
INFORMATICS

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Help Resources

For all technical questions, design guidance, or all other questions related to REDCap e-consent, contact the CRI REDCAP Administrator, Julissa Acevedo at redcap@uchicago.edu.

REDCap E-Consent Template for Existing Studies

If a REDCap project has already been created for the study, contact the CRI REDCAP Administrator, Julissa Acevedo at redcap@uchicago.edu so that the e-consent instruments can be added to your project.

REDCap E-Consent Template for New Studies

If a REDCap project has not yet been created for the study, use these steps to start your project using the UChicago e-consent template.

1. Navigate to REDCap at <https://redcap.uchicago.edu/>. Log in with your **CNETID**.
2. Click on **+New Project**. Fill in the fields on the page with your study details.

REDCap Home My Projects **+New Project** Help & FAQ Training Videos Send-It Messenger Logged in as **t.cri.redcap1** My Profile Log out

+ Create a new REDCap Project

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.

Project title:

Project's purpose: How will it be used?

Name of P.I. (if applicable):
First name MI Last name

Email of P.I. (if applicable)

Name of P.I. as cited in publications (if applicable): (e.g., Harris PA)

IRB number (if applicable):

Please specify:

- ☐ 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

Project notes (optional): Description of the project's use or purpose (displayed on the My Projects page)

3. For **Project creation option**, select **Use a template**, scroll to the bottom of the template list, and click **UChicago eConsent**. Then click **Create Project**.

Project creation option:

☐ Empty project (blank slate)

☐ Upload a REDCap project XML file (CDISC ODM format) [?](#)

☒ Use a template (choose one below)

☐	Piping Example Project	Example classic project showcasing the variable Piping feature.
☐	Project Dashboards, Smart Functions, Smart Tables, & Smart Charts	Example of Project Dashboards, Smart Functions, Smart Tables, & Smart Charts with fifty records included.
☐	Project Tracking Database	Contains fifteen data entry forms dedicated to recording the attributes of and tracking and progress of projects/studies.
☐	Randomized Clinical Trial	Contains seven data entry forms for collecting data for a randomized clinical trial. Includes a short demographics form followed by a form where randomization is performed. An example randomization model has already been set up.... Show more
☐	Repeating Instruments	Example classic project showcasing the Repeating Instruments functionality.
☐	Single Survey	Contains a single data collection instrument enabled as a survey, which contains questions to demonstrate all the different field types.
☒	UChicago eConsent	University of Chicago approved Electronic Informed Consent (eIC) project with Subject Identification form instrument and eConsent survey instrument

Create Project **Cancel**

4. Under the **Project Setup** tab, click on the **Online Designer**.

REDCap®

Logged in as **t.cri.redcap1** | [Log out](#)

[My Projects](#) | [REDCap Messenger](#)

Project Home and Design

[Project Home](#) · [Project Setup](#) · [Designer](#) · [Dictionary](#) · [Codebook](#)

Project status: **Development**

Data Collection

[Survey Distribution Tools](#)
- Get a public survey link or build a participant list for inviting respondents

[Record Status Dashboard](#)
- View data collection status of all records

[Add / Edit Records](#)
- Create new records or edit/view existing ones

Show data collection instruments

Applications

[Project Dashboards](#)
[Alerts & Notifications](#)
[Calendar](#)
[Data Exports, Reports, and Stats](#)

University of Chicago Electronic Informed Consent (eIC) Template PID 6425

[Project Home](#) [Project Setup](#) [Other Functionality](#) [Project Revision History](#)

Project status: [Development](#) Completed steps 4 of 7

Main project settings

☐ Not started

☐ Disable ☒ Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)

☐ Enable ☒ Use longitudinal data collection with defined events? [?](#)

[I'm done!](#) [Modify project title, purpose, etc.](#)

Design your data collection instruments & enable your surveys

☐ Not started

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer. Quick links: [Download PDF of all instruments](#) OR [Download the current Data Dictionary](#)

Go to [Online Designer](#) or [Data Dictionary](#) Explore the [REDCap Instrument Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

Learn how to use [Smart Variables](#) [Piping](#) [@ Action Tags](#) [Field Embedding](#) [Special Functions](#)

5. Click on *****READ INSTRUCTIONS HERE FIRST***** and follow the guidance and instructions.

Logged in as jacevedo2 | [Log out](#)

[My Projects](#) or [Control Center](#)

[REDCap Messenger](#)

[Contact REDCap administrator](#)

View project as user: -- select a user --

Enter PID to go to project

Project Home and Design

[Home](#) · [Setup](#) · [Codebook](#)

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Project status: **Development**

Data Collection

[Survey Distribution Tools](#)

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[VIDEO: How to use this page](#) [Create snapshot of instruments](#) Last snapshot: 03/07/2024 3:57pm

The Online Designer will allow you to make project modifications to fields and data collection instruments very easily using only your web browser.
NOTE: While in development status, all field changes will take effect immediately in real time.

Data Collection Instruments

[Create](#) a new instrument from scratch

[Import](#) a new instrument from the official [REDCap Instrument Library](#)

[Upload](#) instrument ZIP file from another project/user or [external libraries](#)

Form options:

[PDF Snapshots](#)

[Form Display Logic](#)

[PDF \(all instruments\)](#)

[Descriptive Popups](#)

Survey options:

[e-Consent](#) [Survey Queue](#) [Auto Invitation options](#)

[Survey Login](#) [Survey Notifications](#) [Survey Settings](#)

Instrument name	Fields	PDF	Enabled as survey	Instrument actions	Survey related options
READ INSTRUCTIONS HERE FIRST	2		Enable	Choose action	
Documentation Of Consent	21		Enable	Choose action	
Subject eConsent Form	23		Enable	Choose action	Survey settings + Automated Invitations
Subject Assent Form	9		Enable	Choose action	Survey settings + Automated Invitations
Illinois Health Care Surrogate Act Cert Form	19		Enable	Choose action	Survey settings + Automated Invitations