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REDCap: a secure survey tool @ Uni Bern



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Centralized REDCap at UniBE

Aim and Scope

Aim is to provide REDCap **for free to all researchers and all faculties of the Uni Bern & Insel Hospital**, not only for clinical research

- Promote community building
- Reduce research done on Excel, paper, survey monkey, etc.
- Reduce number of existing REDCap installations → become centralized
- Standardized system documentation, security & validation
- Implemented and maintained by the IT-Department and Department of Clinical Research

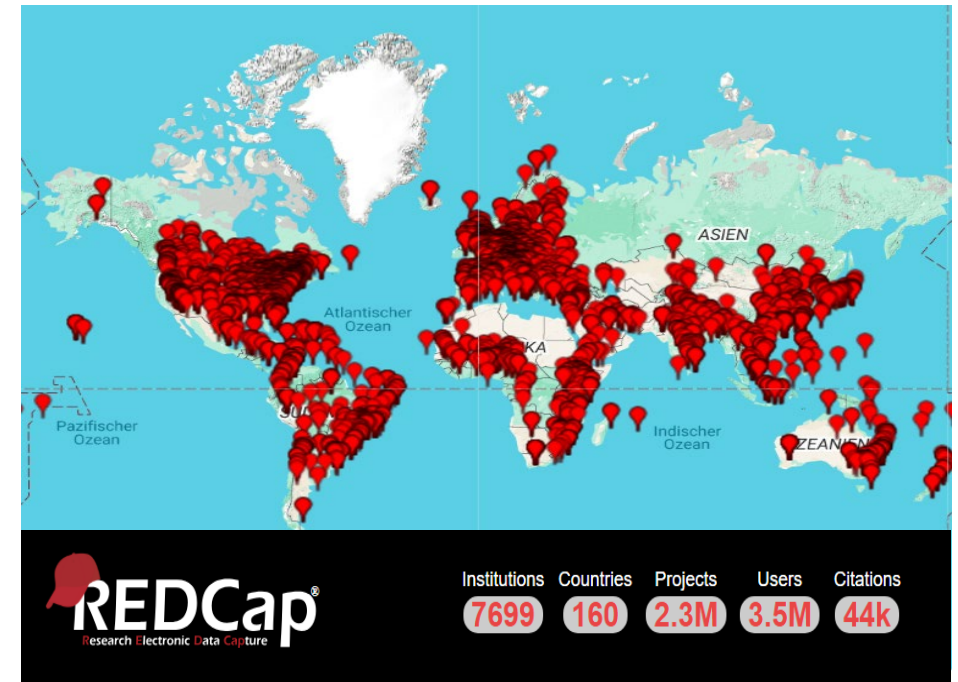
What is REDCap? And why use it?

Research Electronic Data Capture: a web-based (clinical) data management system

Developed by Vanderbilt University, Nashville, the USA in 2004

Online tool to **support researchers** in:

- creating databases in a secure environment
- collecting data (e.g. in online surveys)
- monitoring research projects
- sharing data with project partners



<http://project-redcap.org>

REDCap Functionalities

- Build your own research databases
 - Easy to learn, **flexible set-up**
 - Predefined data types and real-time validation
 - Data record overview
- Use online surveys
 - Integrated into database
 - Customized and/or automatic survey messages
 - Personal or anonymized set-up
- Define a project-specific visit schedule (several events)
- Create custom reporting and data checks
- Export data in common analysis format
 - CSV (Excel), STAT, SAS, SPSS, R, API

u^b REDCap Functionalities

Database and Surveys

Data Collection Instruments		Form options:		Survey options:		
+ Create	a new instrument from scratch	PDF Snapshots		Survey Queue	Auto Invitation options	Survey Login
Import	a new instrument from the official REDCap Instrument Library	Form Display Logic		Survey Notifications		
Upload	instrument ZIP file from another project/user or external libraries	PDF (all instruments)				
	Descriptive Popups					
Instrument name	Fields	PDF	Enabled as survey	Instrument actions	Survey related options	
Participant Survey - Registration	1			Choose action	Survey settings	+ Automated Invitations
Participant Survey - EQ5D3L	0			Choose action	Survey settings	+ Automated Invitations
Other data	0		Enable	Choose action		

Field Name: record_id

* This field will NOT be displayed on the survey page.
* You should NOT use identifiers (e.g., MRN, SSN) for the record ID field.

Record ID

Validation type: None

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field Add Matrix of Fields

Field Name: test_date

Test completion date

Validation type: Date (D-M-Y)

@DEFAULT @READONLY

Add Field Add Matrix of Fields

Field Name: survey_yn

Survey

Yes
 No

* must provide value

reset



DEPARTMENT OF
CLINICAL RESEARCH

AAA
+ -

Participant Survey - Lab

Please complete the survey below.

Thank you!

Test completion date

D-M-Y

Survey

* must provide value

Yes

No

reset

u^b REDCap Functionalities

Database and Surveys

Identifying data (e.g. e-mail address)

may only be collected with the
permission of the cantonal EC !!

BUT

Survey function can also be used for
anonymized data collection

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CLINICAL RESEARCH

Participant Survey - Lab

Please complete the survey below.

Thank you!

Test completion date D-M-Y

Survey Yes
 No
* must provide value

reset

u^b REDCap Functionalities

Data Record Overview

- Record Status Dashboard

Red = Data entry incomplete

Yellow = Data entry complete, but form unverified (optional)

Green = Data entry complete, form checked (ready for locking)

Record ID	Personal Information Patient Information	Diagnosis and Comorbidities Patient Information	Annual Form 2015	Annual Form 2016
188-1 (Registry-specific patient ID AAR-A-001)				
189-1 (Registry-specific patient ID AAR-P-001)				
189-2 (Registry-specific patient ID AAR-P-002)				
189-3 (Registry-specific patient ID AAR-P-003)				
189-4 (Registry-specific patient ID AAR-P-004)				
189-5 (Registry-specific patient ID AAR-P-005)				
189-6 (Registry-specific patient ID AAR-P-006)				
189-7 (Registry-specific patient ID AAR-P-007)				
191-1 (Registry-specific patient ID)				
191-2 (Registry-specific patient ID BAS-P-001)				
192-1 (Registry-specific patient ID BEL-P-001)				
193-1 (Registry-specific patient ID BER-A-001)				

u^b REDCap Functionalities

many more...



What to Consider?

REDCap Project Lifecycle

1. Attend REDCap training sessions (2 hours)
2. Fill out [UniBE Contact Form](#) and get access
3. Write and submit Data Management Plan
4. Build & test the REDCap database
5. Start data collection & monitor data quality
6. Export data for analysis
7. Lock & archive database
8. Publish data

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Thank you for your decision to use REDCap at the University of Bern for your research project. All details and information provided will solely be used for the definition of your required services.

your REDCap Team
Department of Clinical Research (DCR)

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This form is intended for a database and/or service request regarding general research projects which are led by a member of University of Bern or Inselspital.

Definitions of research projects:

- **General research (not clinical research)**
Research with general data other than outlined below.
- **Clinical research ***
*Research with persons, deceased persons, embryos and foetuses, biological material, health-related personal data, human data fed into registry/biobank (here incl. research with anonymized health-related data and/or biological materials). Usually research that falls under the Human Research Act.
E.g. clinical trial, non-clinical trial, observational study or registry with existing data.*

*If you are planning a clinical research project, please visit the [DCR Service Website](#).

[UniBE Contact Form](#)

REDCap[®]

Log In

u^b REDCap provided by the University of Bern

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BERN**

Please note that future REDCap Software Updates will be scheduled on Mondays from 11:30-14:00 CE(S)T. There will notification to announce the updates.

Information for Login:

UniBE: members of the University log in using their uniBE account with [Entra-ID](#)
Inselspital: members of Inselspital log in using [local login](#) (username and password)
External: external users log in using Entra-ID (work-related Microsoft account) or if this is not possible with local login

Note: Only users that are granted access by DCR Data Management can log in

Services and Support

Data Steward Team at UniBE

Support in all stages of the project lifecycle



Contact e-mail: researchdata@unibe.ch

Services and Support

Department of Clinical Research (DCR)

Basic "REDCap Light" package (free of charge):

- Access to REDCap
- Access to the REDCap Community Forum (incl. Manuals, FAQs, Templates and Discussion Forum)
- Monthly REDCap training courses
- IT infrastructure at Uni (license, server monitoring, backups, etc.)
- Validated & maintained system

Welcome!

New to the REDCap Forum of the University of Bern?

Learn how to get started by clicking on this link: [REDCap Community Forum of the University of Bern launched!](#)

Contents:

1. News / Technical Information
2. Manual for REDCap Database Setup
 - 2.1. Steps before Database Setup
 - 2.2. Implementing the study database
 - 2.3. Testing the study database
 - 2.4. Plan Data Entry Phase
 - 2.5. Plan Monitoring / Data Quality Process
 - 2.6. Deployment of the database
 - 2.7. User management
 - 2.8. Database in Production
 - 2.9. Project completion
 - 2.10 Additional help
3. FAQs
4. Templates
 - 4.1. Templates Data Management
 - 4.2. Templates Study Management
5. Helpful links
6. REDCap User Discussion Forum
 - 6.1. Database Set-up
 - 6.2. Productive Status/ Deployment
 - 6.3. Locking/ Archiving of the Database
 - 6.4. User Management

[REDCap Community Forum of the University of Bern launched!](#)

u^b Services and Support

Department of Clinical Research (DCR)

Additional "REDCap Light" Services (upon request for a fee):

Technical database review

- General setup of database
(field validation, usage of required and identifying fields)
- Usage of conditional logic and missing data codes
- Visit plan structure

General support

- Database implementation (field types, show/hide logic, alerts)
- Settings & options for online surveys
- How to implement changes in a running study

[Visit UniBE Website for more Information about REDCap and Services](#)

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Services and Support

REDCap Training Courses (DCR)

- Thu, 20. MAR 2025 - German
- Thu, 10. APR 2025 - English
- Thu, 15. MAI 2025 - German
- Thu, 19. JUN 2025 - English
- Thu, 17. JUL 2025 - German
- Thu, 21. AUG 2025 - English
- Thu, 18. SEP 2025 - German
- Thu, 16. OCT 2025 - English
- Thu, 20. NOV 2025 - German
- Thu, 11. DEC 2025 – English

Register here:

[REDCap® Database Implementation - Department of Clinical Research \(DCR\), Continuing Education](#)

u^b Take-Home Message

REDCap is applicable if you plan to:

- Set-up a database
- Conduct an online survey
- Collect data together with project partners
- Collect sensitive data

Advantages of using REDCap:

- Secure data collection, access and collaboration
- Easy export to statistical programs
- Basic package is free of charge
- In-house support with training courses

Contact

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