

## REDCap FAQ

### 1. How do I setup a new project on REDCap?

A request must be made to the RGIT team by completing an online form. The form as well as the Terms & Conditions can be found on the RGIT webpage here:

<https://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/project-planning/electronic-data-capture-systems/>

### 2. What are the requirements to setting up a REDCap study?

- The study must be a non-CTIMP study
- The study must be Imperial College sponsored and the CI must be from Imperial College
- The study cost code must be provided. The studies are charged £500 per year (effective from 9<sup>th</sup> Feb 2026) for their space on the server. It is an annual charge for every year the project is hosted and is not prorated should your project end earlier.
- The DPIA / DART (Data Protection Impact Assessment) Reference number. This is required for all REDCap studies. If you do not have the DART/DPIA application number, check the following URL for the form and DPO contacts - <https://www.imperial.ac.uk/admin-services/governance/policies-and-guidance/data-assessments/> - or else search for “DART Imperial College”

### 3. When does costing start?

The annual charge is planned to be applied in the month of your initial project created. There is an annual charge of £500 per study as a small contribution to the hosting of the system by Imperial College staff. More details can be found on the Terms and Conditions on the RGIT website.

### 4. Do we need a DPIA if teams have ethics approval?

Yes - the DPIA is to ensure that GDPR is being followed for the data being collected. This is different to the ethics approval <https://www.imperial.ac.uk/medicine/fom-staff/support-and-services/data-protection/>

### 5. I have completed designing my study, how do I move to production?

Scroll to the bottom on the Project Setup tab in REDCap and click on the “Move project to production” button. This will send the request to the REDCap team who will double check the request before moving the study to the production environment.

**Note:** Make sure that the study cost code is provided before requesting to move to production.



#### Move your project to production status

Move the project to production status so that real data may be collected. Once in production, you will not be able to edit the project fields in real time anymore. However, you can make edits in Draft Mode, which will be auto-approved or else might need to be approved by a REDCap administrator before taking effect.

Go to [Move project to production](#)

### 6. How do I add users to specific roles in my study?

To add users to the study send their full names, email addresses and the type of access they require to the REDCap Administration team ([redcap\\_notifications@imperial.ac.uk](mailto:redcap_notifications@imperial.ac.uk) or [cds\\_support@imperial.ac.uk](mailto:cds_support@imperial.ac.uk)). If they are an Imperial College user, then a College user name is required.