REDCap
Research Electronic Data Capture

NEWS YOU CAN USE
TIPS, TRICKS, AND KNOW-HOW

Summertime Maintenance Tips

Now that summer's in full swing — make sure your REDCap project stays cool, clean, and compliant. Whether you're mid-study or just getting started, these warm-weather tips will help your project run smoothly all season long.

Set the Compass Before You Set Sail: A well-prepared crew = smoother sailing and stronger data collection. Before launch, ensure you're ready to navigate.
- Review the map – train data collectors on the project structure, proper data entry, and how it aligns with the IRB-approved protocol
- Cover the essentials – reinforce data ethics, confidentiality, and computer security best practices
- Don't forget a lifejacket! Plan for detours and the unexpected– ensure there's an IRB-approved contingency plan in case REDCap or the internet is unavailable (e.g., paper forms, offline tools, etc.)

Catch Data Issues Before They Make Waves: Don't wait for a storm to hit; consistent monitoring keeps your project afloat.
- Review data quality frequently — Scan for missing or impossible values
- Provide real-time feedback to data collectors to reinforce training
- Keep a running log of data issues and how they were resolved — it's your safety net when things heat up

Don't forget the SPF! Apply generously. Reapply often. This is your best protection against data loss and system surprises.
- **S**ave your data regularly to a secure server or encrypted drive
- **P**reserve your setup with snapshots of your Data Dictionary
- **F**reeze your full build with a Project XML export — both data and structure

Don't Let User Access Drift Away: Reel it back in with a Summer Access Sunset
- Remove users who are no longer active
- Review roles to ensure permissions match responsibilities
- Limit data export rights to authorized team members only

Stay Cool, Be Compliant: School might be out for summer, but compliance never takes a vacation.
- Make sure your REDCap project stays fully aligned with your IRB-approved protocol and is always audit-ready.
- Routinely review fields to confirm you're only collecting/storing data that's explicitly approved — if it's not in the protocol, it doesn't belong in REDCap.
- Track all project changes and IRB approvals to maintain a clear, accurate paper trail for transparency and accountability.

Don't Sweat the Small Stuff – We've Got You Covered!
We'll help you beat the heat and keep your REDCap project on course..clear skies ahead!
For other helpful tips and tricks: UCH REDCap website

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