

Rutgers Central REDCap Instance Terms & Conditions

1. Eligibility and Access

Access to this system is restricted to:

- Rutgers University faculty, staff, and students.
- Authorized Rutgers guests possessing valid credentials and accounts.
- All users must have a Rutgers NetID and associated email address (NetID@rutgers.edu).
- Users are required to agree to and maintain the ability to receive system-related announcements via email.

2. Project – requirements

To establish a project within the REDCap, the following conditions must be met:

- A current Rutgers faculty member or staff member must be designated as the Principal Investigator (“PI”).
- If the project owner status/role is: Adjunct, Affiliate, Alumnus, Casual/Temporary, Emeritus, Fellow, Guest, Postdoc, Student, or Visiting/Sabbatical Scholar, the project must include a minimum of two registered users and a current Rutgers faculty or staff member must be the designated “PI”.
- The “New Project” survey must be completed in full.
- Users must disclose whether the project involves the collection, storage, or processing of Protected Health Information (“PHI”) and/or HIPAA.
- Users must comply with all applicable Rutgers University policies, including but not limited to data security, privacy, and research compliance requirements (Office for Research [Compliance](#) and [Research Security](#) policies).

3. Maintenance and Service Interruptions

- The system will undergo regular monthly maintenance.
- All maintenance, upgrades, or service interruptions will be communicated via email notifications and posted on the system homepage.

4. Data Privacy and Compliance

Users acknowledge and agree to:

- Adhere to all Rutgers University policies governing data security and privacy.
- Obtain and maintain appropriate HIPAA certification prior to accessing or handling PHI or any HIPAA-regulated data.
- Users are solely responsible for ensuring compliance with all applicable federal, state, and institutional regulations regarding PHI and HIPAA.
- [Research Compliance Policies | University Ethics and Compliance | Rutgers University](#)

5. Acceptance

By accessing or using this system, users expressly agree to abide by these Terms and Conditions and all applicable Rutgers University policies.