

SOP: Setup of User Rights & Data Access Groups

PURPOSE

To provide instruction to those data management team members delegated responsibility for assigning user rights to research staff and collaborators.

SCOPE

This procedure applies to any research studies conducted by collaborators in the Sickle Africa Data Coordinating Centre (SADaCC) project.

GLOSSARY/DEFINITIONS

- REDCap** Research Electronic Data Capture (REDCap) is a secure web application for building and managing online surveys and databases. While REDCap can be used to collect virtually any type of data (including 21 CFR Part 11, FISMA, and HIPAA-compliant environments), it is specifically geared to support online or offline data capture for research studies and operations.
- SADaCC** Sickle Africa Data Coordinating Centre at the University of Cape Town
- SOP** Standard Operating Procedure: Detailed written instructions to achieve uniformity of the performance of a specific function.
- SPARCO** Sickle Pan African Research Collaboration (SPARCO) is a sister collaboration of SADaCC, existing of multiple sites across three countries, including one site per country that acts as a country-level data centre or 'hub'.

RESPONSIBILITIES & PROCEDURES

1. The Principal Investigator (PI) will delegate responsibility for assigning user rights to research staff and collaborators of the project to an appropriately experienced data manager.
2. The data manager will create appropriate User Roles that specify the level of permissions for project setup, data exports, data resolution workflow, creating/renaming/deleting records, locking/unlocking records, and data collection instruments. The User Roles will be documented in the database specifications document.
3. The data manager will also create Data Access Groups (DAGs) to represent each participating local site and use consistent DAG naming across all projects.
4. The data manager will then add users to the project in by assigning them to the appropriate role and DAG according to the delegation log.

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				Raphael Sangeda, Mario Jonas	Annemie Stewart	n/a (first version)