Glossary	
IG	Information Governance
IGRR	Information Governance Risk Review
RDM	Research Data Management
User Types	
Longitudinal Studies	A longitudinal study is a type of correlational research study that involves looking at variables over an extended period of time. This research can take place over a period of weeks, months, or even years. In some cases, longitudinal studies can last several decades.
DAGs	Data Access Groups
Glossary: User rights	
Expiration date	The date that you would like user accounts to be disabled (e.g. short-term contracts, temporary staff)
Data exports (no access)	The data export module allows you to export your data for analysis. If no access is chosen, this link does not appear for the user
Data exports (de-identified)	The data export module allows you to exploit your project data. If the de-identified option is chosen, this means all free-form text fields will be removed, as well as any date/time field and identifier field is
Data exports (remove all tacked identifier fields)	The data export module allows you to export your data. If the 'remove all tacked identifier fields' option is chosen, this means the user would not have the option to export any data that have been marked as possibly containing identifying information by the project designers
Data export tool (full dataset)	The data export tool allows you to export your project data for analysis. If full dataset option was chosen, the user would have access to all data collected, including identifiers. The University of Manchester strongly recommends only giving this access right to one person per research site/centre
Add/edit reports	The report builder module builds and saves custom reports, which will query the project in real time and display the resulting data in a table format
Stats & charts	This module is designed to assist in data cleaning and evaluation. The plots tab displays graphical representations for all the numerical and categorical variables and provides links for cleaning notable data (e.g. missing, highest, lowest values)
Logging	This module lists all changes made to the project, including data exports, data changes, and the creation or deletion of users. For security purposes, the University of Manchester recommends that this feature should be restricted to the highest level users

File repository	The file repository is used for storing and retrieving files and documents used for the project. You may upload files (such as a delegation of duties log) to save for later retrieval or auditing
Create records	Users with the ability to create records can create a new 'study ID' in the first data entry form by entering a new record name into the text field. If users do not have this privilege, they will not see the text field on that page and will only be to access and edit existing records
Rename records	Renaming a record means that you are changing its 'study ID' to another value. Users with this privilege will see an editable text field at the top of the first data entry form after selecting a record. That text field will contain the current record name, and by changing its value in saving the form, that record will now be changed to the new value. If a user attempts to rename a record to a value that already exists, they will be prevented from doing so
Delete records	Users with this right will have the ability to permanently delete all data for a given record. This is done by clicking the delete record button at the bottom of any data entry form after selecting a record. For databases with multiple events (databases that are longitudinal), this action will delete all data for all events across all arms.
Record locking customisation	Only users with 'record locking' privileges can lock and unlock records for a specific form. Once the form is locked for a record, the formal display (for all users) the time it was locked and the user who locked it, and all the fields on the form will be disabled/read-only until a user with lock/unlock privileges unlocks the form
Lock/unlock records (disabled)	The user will not have the lock/unlock functionality available to them
Lock/unlock records (locking/unlocking)	The user will be able to lock a record and all the fields will be read-only until someone with lock/unlock privileges unlocks the form
Lock/unlock records (locking/unlocking with e-signature authority)	The user will be able to lock a record and all fields will be read-only until someone with lock/unlock privileges unlocks the form. E-signatures are an extension of the record locking/unlocking functionality. Once a data entry form has been locked for a given record in the database, a person with e-signature privileges may then apply in e-signature to that form
Allow locking on all forms	Allow locking for all forms at once for a given record press
Data entry rights (read-only)	The user will have the ability to view but not any data on a webpage in REDCap (e.g., data entry forms). However, they will still be able to view the data and data import and export

Data entry rights (view & edit)	The user will have the ability to view and edit data on a webpage in REDCap (e.g., data entry forms). And they are able to view the data on data import and exports
Editing survey responses	Users with the ability to edit survey responses can alter existing survey data, entered directly by participant. The University of Manchester recommend that only the highest level users be given this user privilege
Glossary: User roles	
Principal investigator	Primary individual (in a research centre) in charge of and responsible for the proper conduct of the research project. This individual may be required to delegate duties
Information governance lead	Primary individual (in a research centre) in charge of and responsible for the proper governance of data within a research project. The information governance lead can be the principal investigator. The IG lead is the only individual in a project who can export the anonymised data set or delegate this responsibility (in the instance of a multicentre study) via the delegation of duties log.
Administrator	Person responsible for assisting the principal investigator in ensuring all regulatory issues research standards are adhered to
Project coordinator	Person responsible for the day-to-day management of the research project to include participant enrolment and data collection
Data coordinator	Person responsible for the development of the REDCap data instruments and the overall management of the project data
Statistician	Person responsible for the development the design of the review and analysis of collected data
Read-only	Assist other staff as appropriate with limited, read-only access
Data entry	Assist with the creation of records and data entry only