

## VCU Health System REDCap Request Instructions

1. Open the survey in your web browser by clicking the link below:  
[Request for VCU Health System Clinical, Nursing and Ancillary Support](#)

If the link above does not work, try copying the link below into your web browser:  
<https://redcap.vcu.edu/surveys/?s=fdMzt2>

**NOTE:** The form is a smart form. This means that as you answer the questions, specific required data fields may appear.

2. Complete the form and attach any other relevant documents that you have available (i.e. study protocol, etc.). Once the form is complete, print/save your submission and then click the “**Submit**” button.

**NOTE:** Your request will **not** be processed until the “Submit” button is selected.

If you select “**Save & Return Later**,” you will be given a passcode and then prompted to provide an e-mail address (see screenshot below). A link and password will then be sent to the specified e-mail address allowing you to return at a later time to complete the request.

**Your survey responses were saved!**

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the **survey link** and your **return code**. See the instructions below.

**1.) Return Code**  
A return code is **\*required\*** in order to continue the survey where you left off. Please write down the value listed below.

Return Code

\* The return code will NOT be included in the email below.

**2.) Survey link for returning**  
You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. For security purposes, **the return code will NOT be included in the email**. If you do not receive the email soon afterward, please check your Junk Email folder.

\* Your email address will not be stored

Or if you wish, you may continue with this survey again now.

**'Return Code' needed to return**

Copy or write down the Return Code below. Without it, you will not be able to return and continue this survey. Once you have the code, click *Close* and follow the other instructions on this page.

Return Code:

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3. The individual's e-mail address that was provided on the request (screenshot below), should anticipate a follow up e-mail for each ancillary that was selected on the Main Request Form. If not received within 24 hours, then he or she should contact [clinical.research@vcuhealth.org](mailto:clinical.research@vcuhealth.org) for assistance.

Please supply the e-mail address for the person to receive email(s) for the requested ancillary service(s) follow-up form (s). THIS SHOULD BE A MEMBER OF YOUR STUDY TEAM.

The follow-up form(s) of the ancillary service(s) requested must be completed and submitted for notification of your request to the ancillary service(s).

\* must provide value

**NOTE:** If multiple ancillaries are selected, multiple forms will be required to be completed. Additional forms may be e-mailed to you based on your selections. For example, if you select Surgery you will automatically receive Anesthesiology, whether you initially selected it or not.

4. Once the e-mail is received, click the link provided to go to the ancillary's follow up survey. Review the upper portion of the form and confirm that you have submitted the appropriate request for the appropriate clinical trial. If the form you selected does not match the request you are completing, stop and contact [clinical.research@vcuhealth.org](mailto:clinical.research@vcuhealth.org). Once the form is complete, print/save your submission, and click "Submit."

**NOTE:** If you do not click "submit," your form will not be submitted or reviewed.

***\*\*If edits are made to the ancillary request, after the original submission, it must be communicated, directly to the ancillary's contact via email.***

5. Correspondences, via email, should be received within two weeks of the submission from the respective ancillaries. If not, please do not hesitate to reach out to the ancillary directly or [clinical.research@vcuhealth.org](mailto:clinical.research@vcuhealth.org) to assist in facilitating the request.

If you have any additional questions and/or requests concerning REDCap, please email [clinical.research@vcuhealth.org](mailto:clinical.research@vcuhealth.org) for assistance.