

REDCap Account Request Form & Instructions

This form is intended for **A&S researchers (St. George Campus)** who wish to use [REDCap](#) for building and managing online *surveys* and *databases*. It should be completed and signed by the Principal Investigator and their Department/Unit Chair. In the case of an approved student led project, a signature should be provided by the Supervisor and Department/Unit Chair. Please submit completed forms to REDCap support: email redcap@utoronto.ca. Institutional REDCap services are provided by the central ITS – Academic and Collaborative Technologies (ACT) team (<https://act.utoronto.ca/redcap/>).

1. **Project Title:**
2. **Brief description of planned REDCap use (1-2 sentences):**
3. **Expected project start date (MM/DD/YY):**
4. **Expected project close date (MM/DD/YY):**
5. **User Information. Please identify all persons that require a U of T REDCap account.**

Full Name	UTORid	U of T email address	Project Role PI, RA...

For better security protection, enrollment in U of T’s Multi Factor Authentication (UTORMFA) service is mandatory for REDCap access. Visit: <https://isea.utoronto.ca/services/utormfa/>. Note: if you cannot use your personal cell phone for MFA (preferred), contact the A&S Information & Instructional Technology team (email: iit@artsci.utoronto.ca). Once you sign up for UTORMFA with REDCap, you may be prompted to authenticate when logging into other U of T applications that have web login.

Principal Investigator/Study Lead Signature:

Date:

Supervisor Signature:
(if Study lead is a student or research trainee)

Date:

Unit Chair/Director Signature:

Date: