

REDCap User Rights

Best Practices for ensuring appropriate rights to your projects

- **Project Owner- Any user who has the highest level privileges is considered a project owner or administrator.**

Basic Rights

Expiration Date (if applicable) (M/D/Y)

Highest level privileges:

- Project Design and Setup
- User Rights
- Data Access Groups

- Users who are project owners can grant rights to themselves. Users are not by default given rights to all features (example: rights to rename or delete records not given by default but can give these rights to yourself)

Settings pertaining to project records: [Explain these settings](#)

- Create Records
- Rename Records**
- Delete Records

- **A project's PI must always be a project owner and have highest level privileges on a project.**
 - PI is responsible for the IRB and must have oversight for which users are named on a project.
- **1 additional staff member besides he PI must always have highest level privileges**
 - Helps prevent orphan projects!
 - *If no users on your project have highest level privileges your project has been orphaned. No one has rights to make changes or assign new users (see below)!*

Username or users assigned to a role (click username to edit or assign to role)	Expiration (click expiration to edit)	Project Design and Setup	User Rights	Data Access Groups	
alichambers (REDCap Support)	never	✗	✗	✗	F
alitest (Ali Chambers)	never	✗	✗	✗	D

Refer to <https://cri.uchicago.edu/wp-content/uploads/2015/12/REDCap-User-Rights-Best-Practices.pdf> for more detailed information.