RedCap Instructions for e-Consent
Hidden Staff Signature Section Requires “Editing” of e-Consent in RedCap

1. The e-consent can be sent as a survey to the participant with the field for the staff signature (person obtaining the e-consent) hidden (Using “@HIDDEN-SURVEY” action tag). Therefore, the e-consent survey can be signed and submitted by the participant, and then next signed by the staff member once the staff logs in to RedCap.
   a. What are the nuanced rules required to make this happen so that it can become consistently implemented across users?

1. The staff/coordinator has to be granted the user right to edit the response (see below)

<table>
<thead>
<tr>
<th>Data Entry Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE</strong>: The data entry rights <em>only</em> pertain to a user’s ability to view or edit data on a web page in REDCap (e.g., data entry forms, reports). It has no effect on data imports or data exports.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Consent (survey)</th>
<th>No Access</th>
<th>Read Only</th>
<th>View &amp; Edit</th>
<th>Edit survey responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

2. To make it possible for the staff to sign the e-consent after the participant, in the RedCap “Survey Settings” for the e-consent, you must check the box “Allow e-Consent responses to be edited by users?”. 

**PDF Auto-Archiver**

Upon survey completion, a compact PDF copy of the survey response will be automatically stored in the project’s file repository, from which the archived PDFs can be downloaded at any time.
2. RedCap users can be emailed a copy of the completed e-consent form.
   a. For general notification that a survey has been complete, select either of the following options:

   1. For a simple email notification that the e-consent survey has been completed you select “Survey Notifications,” and then select the user who will be notified. The email will link you directly to the consent form that has been completed. Please note, with this notification option the user will receive emails for every consent that is completed for the study.
2. To set your specific user account up for email notifications for specific surveys, then you can use the side bar navigation and select “Alerts & Notifications.”

3. Once on the “Alerts & Notifications” page you can select to “+ Add New Alert.” A modal will open where you can program your email notification. Redcap will keep a log of all sent notifications. You can use piping or smart variables in the subject line of the alert so that you know which user it’s for in your RedCap Database.
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4. The WUSTL redcap advanced tutorial sessions are uploaded to:
https://becker.wustl.edu/services/data-management-and-sharing/redcap-workshop-recordings/ The recording at the bottom “REDCap in a Flash – Automated Survey Completion Notifications for Study Team Members using Advanced Logic” shows how to set up the advanced email notifications.