



52710

REDCap Account Access Request Form  
University of Alabama at Birmingham  
Department of Pediatrics Research Office

**Use this form to request the creation or deactivation of a REDCap account.**

Choose One:  Create Account

Deactivate Access

Date of Request:

/  /   
mm

/  /   
dd

/  /   
yy

Assignment:  Faculty

Fellow

Staff

Student\*\*

External Collaborator\*

*(If External Collaborator, GO TO the External Collaborator Section below.)*

\*\*Students must renew every year.

Name of User:

(First)

(Last)

Job Title:

Institution:  UAB  COA

Department:

PEDS

Division:

Other:

Office Phone:  -

Email:

**\*If External Collaborator:**

Name of Requester: *(UAB faculty or staff making request)*

(First)

(Last)

Name of External Collaborator:

(First)

(Last)

Study / Project Role:

Institution:

Office Phone:

-  -

Email:

Length of time (years) External Collaborator Requires Access:    
*(If indefinite leave blank)*

*\*Must be renewed every 5 years.*

REDCap Account Approved / Established By: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice: If you are collecting data for the purposes of human subjects research, review and approval of the project is required by the UAB Institutional Review Board before entering any research data.**

**Please email completed form to Emily Mixon (emixon@uab.edu).**