

## RaDaR e-consent Summary Sheet – April 2026

Electronic consent is a secure and speedy way for sites to obtain patient consent. RaDaR currently uses [DocuSign](#) for electronic consent.

### How do sites sign up?

- Email [radar@ukkidney.org](mailto:radar@ukkidney.org) and ask for e-consent for your site. We need the following information:
  - Names and email addresses of people who need access to the e-consent system
  - The delegation log showing the relevant people signed off by the PI to undertake informed consent
  - Your site logo and contact details for patients to use to contact you if they have any questions

### Site and template set up

- Once we receive the logo and contact details, the RaDaR team will set up templates for your site.

### User set up

- After the templates are set up, users will be sent an email from DocuSign asking them to activate their account.

### Important - Prior to e-consent

- Electronic consents are sent by email so you will need the patient's email address.
- **The e-consent system does not link to RaDaR.** It is provided only to make the consenting process easier.
  - Patients must be entered into the RaDaR database in the same way as patients who consent on paper.
- **Completed consents must be exported from the e-consent system** and stored in an appropriate location.
  - If we change providers or cancel our licence, any consents stored in the e-consent system will be lost.
- We have been advised that it can be distressing to receive an invitation to join a rare disease registry without any warning. Additionally, RaDaR is charged for every consent that is sent out, regardless of whether it is signed and returned or simply ignored.
  - Please therefore ensure that someone has discussed RaDaR with the patient/parent/guardian before an electronic consent is sent to them.

### Summary of e-consent process

1. Make contact with the patient/parent/guardian, in accordance with local processes for informing patients about research study opportunities. Explain that further information and a consent form will be sent by email.
2. Log in to DocuSign at: <https://account.docusign.com>
3. Click on Templates, then in the left-hand panel, go to Envelope Templates -> Shared with Me.
4. Choose the appropriate template and click Use.
5. Enter the name and email address of the person consenting (called the "Patient" in DocuSign) and the name and email address of the person who will countersign at your site (called the "Researcher"). You can also change the email subject line and body if you want to.
6. Click Next.
7. Scroll through the pages and check they are the ones you expect to see.
8. On the consent form, fill in the custom fields (patient details, PIS version number and date). You won't be able to send the consent until these fields are completed.
9. Click Send.
10. The person consenting will be sent an email from DocuSign. They should click on "Review Documents".
11. The person consenting should read the information and then sign when ready.
12. Once the consent is signed, the documents are emailed to the person at the site who will countersign.
13. A notification email will be sent to the person consenting after the form is countersigned.
14. Once the form is fully signed, please add the patient to RaDaR and save the signed consent in an appropriate location.