Checklist for Services and Facilities of Chula DMC – Data Management Center (RC02)

0. Declaration from Principal Investigator

I will <u>not record or keep any data that can be traced back to the patient, such as first name, last name, or identification number, in the data management system</u>. Those data will be recorded under a unique subject ID instead. I will also prepare and maintain a Logging sheet to use as an index between the subject ID and patient data.

I hereby confirm that the information mentioned in this checklist is true to best of my knowledge and would like to request the most accurate cost estimate for all services and facilities at ChulaDMC.

I will properly cite the use of REDCap in any related manuscripts, following the provided guidelines:

- **Acknowledgement**: We thank Chula Data Management Center, Faculty of Medicine, Chulalongkorn University, especially **[DMC staff name]**, for their support in data management.
- **After publication**: To support the system efficiency evaluation, PIs who receive manuscript acceptance from journals are requested to send the manuscript to ChulaDMC for inclusion in the annual report.

Principal Investigator name:		
Principal Investigator Signature:		Date:

I. Principal Investigator (PI) Contact Information

Have you registered the username for PI level?	☐ Yes	☐ No, please follow the REDCap Username request instruction (RC01) at **http://www.bit.ly/ChulaDMCDocs**
Do you want to update your information?	☐ Yes	☐ No, please proceed to Section **II. Project Manager/Contact Person Information**
Office Address:		

Contact Number:	Office:	
	Mobile:	
	Fax:	

Email:	

Preferred Contact by:	☐ Telephone (Office)	☐ Telephone (Mobile)	☐ Email

Best Time Contact:	Day:	☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri
	Time:	

II. Project Manager/Contact Person Information

Do you have a project manager or another contact person for this project	☐ Yes	☐ No, please proceed to Section **III. Study Information**

First Name – Last Name:	
Office Address:	

Contact Number:	Office:	
	Mobile:	
	Fax:	

Email:	

Preferred Contact by:	☐ Telephone (Office)	☐ Telephone (Mobile)	☐ Email

Best Time Contact:	Day:	☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri
	Time:	

III. Study Information

Study Title:	

Design:	☐ Research:	☐ Observational study:	☐ Descriptive:	☐ Retrospective ☐ Cross-sectional ☐ Longitudinal/Cohort
			☐ Analytic:	☐ Retrospective ☐ Case-Control ☐ Cross-sectional ☐ Longitudinal/Cohort
		☐ Experimental study:	☐ RCT ☐ Quasi-Experiment	
	☐ Non-research:	☐ Registry ☐ Database		

Funding/Grant:	☐ None
	☐ Domestic Grant; please specify
	☐ International Grant; please specify
	☐ Industry-Sponsored

Study Timelines:	Total Study Duration:		Unit:	☐ Weeks ☐ Months ☐ Years

V. Additional requirements

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VI. Default User role for REDCap

Rights	Principal Investigator (PI)	Co-Investigator (CO-I)/ Project Manager (PM)	Study Coordinator (SC)/ Research Nurse (RN)	Data Entry (DE)
Project design	Setup		-	
Data Quality	Setup/Run		-	
Logging	View		-	
Database	Entry, Rename, Delete, Lock		Entry	
	Import, Export		-	
Report, Stat, Chart	Add, Edit, Run			-
User management	You can update with the latest RC02 version	-		
Data access group for multi-center	You can update with the latest RC02 version	-		

VII. Site Management (Data access group). For single-site study, please assign users to the CC site only.

Site number:	Control Center (CC) allows access to <u>all site data in a multi-center study</u> and is also used in <u>single-site study design</u>. For example, PI and PM should be assigned to the CC for full database access.
Site name:	
Site number:	1
Site name:	
Site number:	2
Site name:	
Site number:	3
Site name:	
Site number:	4
Site name:	
Site number:	5
Site name:	

VIII. User Management
(We allow a maximum of 2 data entry due to workload requirements and server space constraints. More than 2 data entry are permitted only in necessary situations. Please contact ChulaDMC staff for consultation.)

1

Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
First name:							
Last name:							
Email:							

2

Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
First name:							
Last name:							
Email:							

3

Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
First name:							
Last name:							
Email:							

4

Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
First name:							
Last name:							
Email:							

5

Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
First name:							
Last name:							
Email:							

6

Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
First name:							
Last name:							
Email:							

7	Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
	Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
	Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
	First name:							
	Last name:							
	Email:							
8	Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
	Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
	Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
	First name:							
	Last name:							
	Email:							
9	Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
	Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
	Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
	First name:							
	Last name:							
	Email:							
10	Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
	Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
	Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
	First name:							
	Last name:							
	Email:							
11	Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
	Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
	Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
	First name:							
	Last name:							
	Email:							
12	Role in REDCap:	☐ PI	☐ Co-I	☐ PM	☐ SC	☐ RN	☐ DE	
	Site no:	☐ CC	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	
	Title:	☐ Mr.	☐ Ms.	☐ Mrs.	☐ Dr.	☐ Asst. Prof.	☐ Assoc. Prof.	☐ Prof.
	First name:							
	Last name:							
	Email:							

13	Role in REDCap:	☐ PI ☐ Co-I ☐ PM ☐ SC ☐ RN ☐ DE
	Site no:	☐ CC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	Title:	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Asst. Prof. ☐ Assoc. Prof. ☐ Prof.
	First name:	
	Last name:	
	Email:	
14	Role in REDCap:	☐ PI ☐ Co-I ☐ PM ☐ SC ☐ RN ☐ DE
	Site no:	☐ CC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	Title:	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Asst. Prof. ☐ Assoc. Prof. ☐ Prof.
	First name:	
	Last name:	
	Email:	
15	Role in REDCap:	☐ PI ☐ Co-I ☐ PM ☐ SC ☐ RN ☐ DE
	Site no:	☐ CC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	Title:	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Asst. Prof. ☐ Assoc. Prof. ☐ Prof.
	First name:	
	Last name:	
	Email:	
16	Role in REDCap:	☐ PI ☐ Co-I ☐ PM ☐ SC ☐ RN ☐ DE
	Site no:	☐ CC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	Title:	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Asst. Prof. ☐ Assoc. Prof. ☐ Prof.
	First name:	
	Last name:	
	Email:	
17	Role in REDCap:	☐ PI ☐ Co-I ☐ PM ☐ SC ☐ RN ☐ DE
	Site no:	☐ CC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	Title:	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Asst. Prof. ☐ Assoc. Prof. ☐ Prof.
	First name:	
	Last name:	
	Email:	
18	Role in REDCap:	☐ PI ☐ Co-I ☐ PM ☐ SC ☐ RN ☐ DE
	Site no:	☐ CC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
	Title:	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Asst. Prof. ☐ Assoc. Prof. ☐ Prof.
	First name:	
	Last name:	
	Email:	