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| **ITCC Data Closure Checklist (ITCC to complete one form for all sites)** |
| **Study:** |  |
| **Project Data Manager:** |  |
| **Project Manager:** |  |
| **Data Base Closure** |
| **Activity** | **Additional Details** | **Yes** | **No** | **N/A** |
| 1. Have all expected CRFs/data collection worksheets been entered?
 |  |  |  |  |
| 1. Have all queries been resolved?
 |  |  |  |  |
| 1. Is the database consistent?
 |  |  |  |  |
| 1. Has the status of every participant entered (i.e., excluded, ongoing, completed, withdrawn, lost to follow-up, etc.) been confirmed?
 |  |  |  |  |
| 1. Have any value formatting problems in database exports been resolved?
 |  |  |  |  |
| 1. Have all expected site signatures been applied?
 |  |  |  |  |
| **Data Record Lock** |
| 1. Have all staff at this site had access removed?
 |  |  |  |  |
| 1. Have all records been locked in REDCap?
 |  |  |  |  |
| 1. Has the data been downloaded into password protected Excel files onto a password protected network drive?
 |  |  |  |  |
| **Name:** |  |
| **Signature:** |  |
| **Date completed:** |  |