

Data Tracking Checklist

- ☐ What tool will be used to track incoming participant data and ID schema?
- ☐ Who is ensuring that tracking tools are compliant with rules and regulations?
- ☐ Are there any costs associated with our data tracking tool?
- ☐ How should the tracking database be structured?
 - What tables and fields need to be included in the tracking system?
 - Do we need to link tables? How will tables be linked?
- ☐ Who will build the data tracking system?
- ☐ How will participants be added to the tracking system?
 - Who will add participants?
 - When will participants be added?
- ☐ How will study IDs be assigned?
 - What ID schema will be used?
 - Is this schema documented?
- ☐ Where will the database be stored?
 - Who will have access?