**Queries:**

1. What are the functionalities Admin user can do? For example, manage coordinator, manage Research study, only view participant detail page.. etc.

Yes. The admin will only manage coordinators. Admin should not change appointment, questions, recruit or drop subjects. Coordinator will do those.

1. Can a Coordinator or Admin user update research study, after it is approved by the Admin?

Yes, they can update a research study as there are often amendments to the study.

**If yes**

When the Coordinator or Admin user update the baseline and/or intervention days, then we need to update the baseline/intervention period start date and end date of each participant.

The progress from baseline to intervention should not be automatic. The coordinator will mark when the baseline ends and when the intervention starts. For example 1. Someone started in baseline and is actually not a good participant, has bad data collection is almost dropped out. He/she sends only one picture/day. The coordinator does not want to have the participant in intervention, so he/she drops the person after baseline. 2. Somone finished baseline of 2 weeks, but is traveling and cannot come to the office to formally start intervention, so the intervention waits till he/she comes for the appointment.

**Scenario**

* Some/All Participants is in the baseline period
* Some/All Participants already completed the baseline and continuing the intervention period
* Some/All Participants completed both the period, shall it be extended
* As participant activated at last and the intervention period is closed to research end date, and the intervention days increased.

Yes, the above are vaid scenario, so the coordinator should be able to extend the intervention period. It happens in a different scenario. A study is approved for 16 weeks intervention and there are defined endpoints. But the study got new funding to extend the intervention period to 1 year. Int hat case, the IRB approves an extension for all. Or they got money and approval to extend intervention of a small subset of extremely obese patients for another 10 weeks.

In the beginning the coordinator will input the baseline period and the intervention period that is fixed for all. This will help the scheduling, push notification etc. Extension of baseline or intervention normally happens very rarely.

Please check and made changes accordingly in the email contents mentioned below: The following email formats are fine. Typically the IRB approves the content of these generic format emails that go from the coordinator to the participants (not any other email), sometimes with specific modification. But for now these emails are fine. Make sure that there is a provision to edit these content for specific study (by the coordinator).   
 **Appointment detail to participant:**

Hi '<participant name>',

You have been selected for the next phase of verification from the coordinator.

Kindly visit the clinic <address goes here>, on < appointment time > for more detail study.

**Email to coordinator upon approval:**

Congratulation '<coordinator\_name>',

You have been approved by the admin to manage research.

Please do visit the site for more information.

**Email to admin upon coordinator signup:**

A Coordinator '< coordinator name>' has been registered for the research study < research name >, need your approval.

**Email to coordinator enrolment of participant:**

A participant '< participant name>' has been registered for the research study '<research name>' need your approval.

Please login to the application for more detail of the participant.

**Email to participant upon application of participation:**

Hi '< participant name>',

You have been successfully approved to participate for the research study '< research name >'.

Your application for participation is pending for further verification by the coordinator. You will receive a confirmation notification, if you are eligible to participate.

**Email to coordinator upon activation of participant:**

A participant '<participant name>' has been activated his account for the research study '<research name>'.

Please login to the application to get more detail of the participant.

**Email to participant upon approval:**

Congratulation '<participant name>',

You have been selected to participate for the research study '<research name>'.

Please download the app from the app store and use the access code '<participant access\_code>' to activate your account.

Please do visit the lab or contact with coordinator for more information.

Your next appointment schedule is on <appointment> for the visit '<next\_visit date>'.

Kindly visit the clinic <address goes here> for more detail study.

**Email to participant upon dropout:**

Hi '<participant name>',

You are dropout for the research study '<research name>'.

Please do contact with coordinator for more information.

**Email to coordinator upon signup by participant:**

A participant '<participant name>' has been registered for the research study '<research name>' need your approval.

Please login to the application for more detail of the participant.

**Email to participant upon rejection:**

Hi '<participant name>',

You are rejected for the research study '<research name>'.

Please do contact with coordinator for more information.