## **Data Management - REDCap Light Process**

•PI discusses project with data manager •PI discusses different systems (secuTrial/REDCap) and possible collaboration (Full/Light) Consulting •PI opts for REDCap Light. He specifies if he wants to have additional services (e.g. review of study database, randomization support, support from CTU Monitoring or Statistics division) Costing •CTU creates costing, PI agrees on costing (1-2 weeks) •CTU creates empty REDCap project and provides PI with Manual, Templates (within 1 week) •PI/study team sets up and tests database Implementation •If option "DB review" was agreed in costing/offer: •PI/study team informs about upcoming review 2 weeks in advance Review •CTU performs a review of the database (ca. 2 weeks) (2 weeks) •PI performs final tests •PI sets project productive and initiates data entry Deployment •If changes are need in the database: PI/study team performs risk analysis for change and implements and test changes in productive database as needed Changes •PI performs user/role/center management

Database lock

•PI performs database closure & archiving