**Database Access List for Study <studyname>**

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| **Center** |  | **Center’s Principal Investigator** |  |

Full Services and REDCap Basic Services: For user creation & management, the sponsor/PI should send a copy of this document to CTU Bern Data Management ([datamanagement@ctu.unibe.ch](mailto:datamanagement@ctu.unibe.ch)). Please consider that the creation time for new centers is up to 5 days, for new user logins up to 3 days.

REDCap Light: For user creation & management, the sponsor/PI should send a copy of this document to the ‘Project Super User’ of the study.

The PI (Principal Investigator) authorizes his/her own center with his/her signature that the respective trial collaborators may login to the research database using a personal role-specific account. The PI is responsible for the documented training of all listed collaborators and for requesting deactivation of former trial collaborators.

The trial collaborators agree with their signatures that they will comply with the regulations and keep their personal password for accessing research database strictly confidential. The trial collaborators confirm with their signatures that they understand and agree that CTU Bern is storing the following user data in the research database: Permanent storage of first and last name, email address, username, user ID, IP address, activity log and audit log. Temporary storage of session number/ID, cookies, session expiry date, time zone, web server access log.

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| **Name** | **Role(s)\*** | **Signature** | **E-mail** | **Start date**  **dd.mm.yyyy** | **End date**  **dd.mm.yyyy** |
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| **\*Roles** | 1) Sponsor/PI (read-only rights, data export for all centers)  2) Data Entry (view & edit rights for own center, query answering)  3) Monitoring (reports, query management, locking) | 4) Analysis (data export)  5) Project Super User (i.e. REDCap Light: database creation, deployment, user mgmt.) | 6) Project Setup (i.e. REDCap Basic: database creation)  7) Cloud Access  8) Other: ……………………………… |