**Database Requirements and Access Design – Project Specifications Worksheet**

**WPH OFFICE OF ACADEMIC COMPUTING (OAC)**

**PI Name(s):** Click or tap here to enter text. **Project Short Name:** Click or tap here to enter text.

**I. Roles and Permissions**

1. Please specify who will be the project’s designated permissions point person: Click or tap here to enter text.

*This person will be responsible for submitting and approving new permission requests, in addition to reporting any changes in permissions*

1. For the purposes of initial set-up, please specify who should be able to see what within your project’s Access frontend:

Click or tap here to enter text.

*It is helpful to know if different permission levels or restrictions will need to be in place at the user-level for your study’s database. Examples for this would include things like double-blind raters, assessment-specific restrictions, PHI, etc.*

**II. Access Assessments**

1. Will there be any assessments collected via an Access form (i.e. clinician/study staff assessor)?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate: Click or tap here to enter text.

1. Will there be any assessments collected on paper and entered into Access (i.e. clinician/study staff assessor)?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate: Click or tap here to enter text.

Will data be double data entered (DDE)? Click or tap here to enter text.

The OAC has a standard DDE System where both sets of data are reconciled and discrepancies are identified. Are you interested in having this implemented for your double data entry needs?

[ ]  No

[ ]  Yes

**III. ID Scheme(s)**

1. What ID scheme(s) do you plan to use for uniquely identifying participants? Will there be more than one scheme needed to distinguish between subsets of participants?

Click or tap here to enter text.

*Please be sure to include the length (we recommend using 5-digits to avoid running out of IDs) and your desired starting point; for example, study ABC participant IDs will be 20000 – on. Please note that in terms of set-up, integers are easier than alphanumeric IDs*

**IV. Access Participant Tracking**

1. Will there be a participant tracking component?

*Examples of items that can be tracked include, but are not limited to: timepoints, who is due, when and who is overdue, etc.?*

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate what information you would like the study’s tracking component to capture:

Click or tap here to enter text.

*OAC Note: we recommend an Access frontend-based approach as opposed to using WDX for participant tracking*

1. Do you plan to utilize Access-driven appointment or assessment reminders?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate: Click or tap here to enter text.

Will reminders be text, email or both? Click or tap here to enter text.

Who will be monitoring participant replies to text or email reminders? Click or tap here to enter text.

Will there be a study email that replies should be directed to? Click or tap here to enter text.

*Please note that this email address should be either UPMC or Pitt*

**V. Data Sets**

1. Generating data sets for statistical analysis seems to be commonly handled in SPSS. This typically involves filtering participants for views. Is this something that will be needed for your study?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate who should be included in the data sets based on eligibility criteria:

Click or tap here to enter text.

Will withdrawal forms be needed?

[ ]  No

[ ]  Yes**\***

**\***If Yes, please elaborate what the reasons would be:

Click or tap here to enter text.

**VI. Access Reporting**

1. At a high-level, please share with us what information is needed for the project’s progress reports:

Click or tap here to enter text.

*We will ensure to incorporate this information in the design of your project’s Access frontend and reporting mechanisms*

1. Please specify what demographic items you plan to collect:

Click or tap here to enter text.

1. We’ve put together a list of some existing OAC reports that collect common metrics and data points. Please reference the ‘Access Report Examples’ document and let us know if you are interested in utilizing any of the reports with your study:

Click or tap here to enter text.

**VII. National Institute of Mental Health Data Archive (NDA)**

1. Will there be an NDA component to your study?

[ ]  No

[ ]  Yes**\***

**\***If Yes, do you have an idea of what you will be submitting, in terms of measures and structures:

Click or tap here to enter text.

Who will be responsible for uploading the NDA data, in accordance with the submission due dates?

Click or tap here to enter text.

OAC Note: As part of uploading data to the NDA, a participant will be assigned a global unique identifier (GUID), to share data specific to a study participant without exposing personally identifiable information (PII) and match participants across labs and research data repositories. As a reminder, the following is required, and will need to be collected to create a GUID (this should be obtained and entered as it appears on the birth certificate):

* Sex
* First middle and last name
* Date of birth
* City/municipality of birth