DOCR Enrollment Log Tip Sheet

DOCR has created an Enrollment Log Template to make it easier to track enrollment information. This Enrollment Log is not required, but rather a tool that you may use as needed. It may be especially helpful in cases when your study participants are not Duke patients. **You may use this log as-is or modify to your own needs.**

Why would you want to use this template?

- It includes important elements that could be used to generate your continuing renewal to the IRB
- Putting your enrollment log in REDCap ensures that it is located in a secured environment that is backed up regularly. Plus, you can access your enrollment log via the web.
- If you create an enrollment log from this template for each fo your studies, you to compare and track information across projects.
- Information from REDCap can be exported into a variety of formats, to allow for easy graphing and reporting in programs such as Excel.

The first thing you need is a REDCap account. How do I get a REDCap account?

1) Log in with your NetID https://redcap.dtmi.duke.edu/redcap. You will be prompted to (re-)enter your name and email address.
2) Log out of REDCap.
3) Email redcap-docr@duke.edu with your NetID; you will receive an email with the Secure User Agreement. Once that is submitted, request the enrollment log.

How do I request the Enrollment Log template?

*Make sure you have a REDCap account and have submitted the SUA before requesting the Enrollment Log**

- Go to https://redcap.dtmi.duke.edu/redcap/surveys/?s=oR63f5
- Select Copy of Existing project
- Enter the name of your project in this format: Enrollment Log - Pro000#####
- Complete the rest of the information on the form and submit the form.

Once the project has been created & you can have been given access, you will receive a link to the project. When you log in, you will see it under the My Projects tab.
The template can be used as-is or you can choose to modify it to meet the study needs.

How do I modify the template?

Go to My Projects tab
Click on Online Designer
Click on Instrument - Enrollment Log
To **Delete** a field - click on the Red X (you will receive a warning if the field is used in branching)
To **Edit** a field – click on the pencil

The Field Type or Field label can be changed – make sure you click the save button once changes are completed.

Once fields are updated and you are ready to use the project, it should be moved to production. To move to production, click on the button at the bottom of the page.

How do I add other users to this project?

Users can be added to the project by submitting the request it via:

https://redcap.dtmi.duke.edu/redcap/surveys/?s=rS4fmH

We recommend using a predefined role like Data Entry or Coordinator. This should provide the access most study teams need.

How do I start using the project?

Once the project is in production, click on Add new record and start entering your data.

Who do I contact if I have questions?

DOCR has weekly office hours every Tuesday from 11:00 to 12:00 at Hock Plaza, 9th Floor, Room 9047. This is the best way to get questions answered and we can help you with your actual project.

You can also email us at redcap-docr@duke.edu and we will do our best to help you.