

DESIGNING A DATA COLLECTION AND MANAGEMENT SYSTEM WORKSHEET

Complete this worksheet to clarify your program's needs and plan a data collection and management system.

Design Considerations	Project Needs and Capabilities
1. What types of data does the project need to collect?	<ul style="list-style-type: none"> • What are the reporting requirements? • Are there research questions that can be assessed? • Are there aspects of the program that require tracking to ensure that supplies are available?
2. Who will be collecting the data?	<ul style="list-style-type: none"> • What resources are in place for data collection and transmission (e.g., printer, scanner, fax, computers, tablets, internet connection, etc.)? • Can the program provide resources for capacity building to improve data collection and transmission capabilities?
3. Does the project need Institutional Review Board (IRB) approval or approval from another regulatory body to collect data? <i>Notes: Many types of research do require approval from an IRB.</i>	Consult the appropriate personnel at your institution to determine if IRB approval or additional regulatory approvals are required.
4. How much data will you be collecting? <i>Notes:</i> a. For smaller projects, it may be feasible to use forms that are completed by hand and then entered into a database created in a program like Microsoft Access or RedCap. b. For larger projects, an electronic data capture system would be more efficient and manageable. There are many options available including custom-made systems, though these will be more expensive and will take longer to develop.	<ul style="list-style-type: none"> • What system will best meet your needs? • Are there budget constraints? • Time constraints?
5. How many different sources of data will you have?	<ul style="list-style-type: none"> • Are the sources compatible? • If not, what steps will you need to take to make them compatible?
6. Will the program need to share data outside your institution?	<ul style="list-style-type: none"> • If yes, will you need a data-sharing agreement in place with the institution that will receive the data? • Is there a secure mechanism in place for the data transfer?