

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
<p>1. What types of data does the project need to collect?</p>	<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?
<p>2. Who will be collecting the data?</p>	<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?
<p>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></p>	<p>Consult the appropriate personnel at your institution to determine if IRB approval or additional regulatory approvals are required.</p>
<p>4. How much data will you be collecting? Notes: 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.</p>	<ul style="list-style-type: none"> • What system will best meet your needs? • Are there budget constraints? • Time constraints?
<p>5. How many different sources of data will you have?</p>	<ul style="list-style-type: none"> • Are the sources compatible? • If not, what steps will you need to take to make them compatible?
<p>6. Will the program need to share data outside your institution?</p>	<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?