REDCap Study Database

Removal of Functionality Log

**<<Study Name/Acronym>>**

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| 1. **Purpose of Document**
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| This log is used to record removal of database functionality for the **STUDY NAME/ACRONYM** trial. The procedure for completing a study database lock is detailed in ECTU Central Office SOP ECTU\_REDCap\_07 Study Database Lock |

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| 1. **Study Details**
 |
| **Chief Investigator**  |  |
| **Sponsor** |  |
| **Trial Manager** |  |
| **Trial Statistician** |  |
| **Data Manager/Assistant Data Manager (REDCap Developer)** |  |

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| 1. **Removal Details**
 |
| **Date of Request**  | DD/MMM/YYYY |
| **LIVE Database Name**  |  |
| **Functionality** | Yes | No | N/A |
| ‘Create Records’ function removed from all applicable user roles |[ ] [ ] [ ]
| Randomisation instruments set to read-only on all applicable user roles  |[ ] [ ] [ ]
| **Reason for Removal**  |  |

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| 1. **Removal Confirmation and Notification**
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| **Date Removal Completed**  | DD/MM/YYYY |
| **Completed By (Name and Designation)** |  |
| **Signature**  |  |
| **Removal Verified By (Name and Designation)** |  |
| **Signature** |  |
| **Notification Sent To**  |  |
| **Date of Notification** | DD/MM/YYYY |

<<<<<<<<For template control only. Remove this page from study specific version>>>>>>>

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| **Template Revision History** |
| **Version No** | **Effective Date** | **Revised By (Name and Designation)** | **Summary of Revisions**  |
| 1.0 |  | Lynsey Milne (Data Manager) | * Initial creation
* Template version set at 1.0
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