

DF/HCC Operations for Human Research
Data Set Finalization and InForm eCRF Retirement**1. BACKGROUND:**

This procedure applies to all DF/HCC studies that require RIO EDC developed Electronic Case Report Forms (eCRFs), principally Investigator Sponsored Trials (ISTs.)

2. ASSOCIATED DF/HCC POLICIES:

2.1. [DATA-101](#) Section 5.3

3. PROCEDURE:**3.1. Data Set Finalization and InForm eCRF Retirement**

3.1.1. Confirm that all conditions are met to retire a study.

3.1.1.1. The Study Team has completed data entry for all patients, up to last patient last visit.

3.1.1.2. ODQ has approved finalization of eCRFs (prior to IRB study completion).

3.1.1.3. OHRS has approved protocol for study completion.

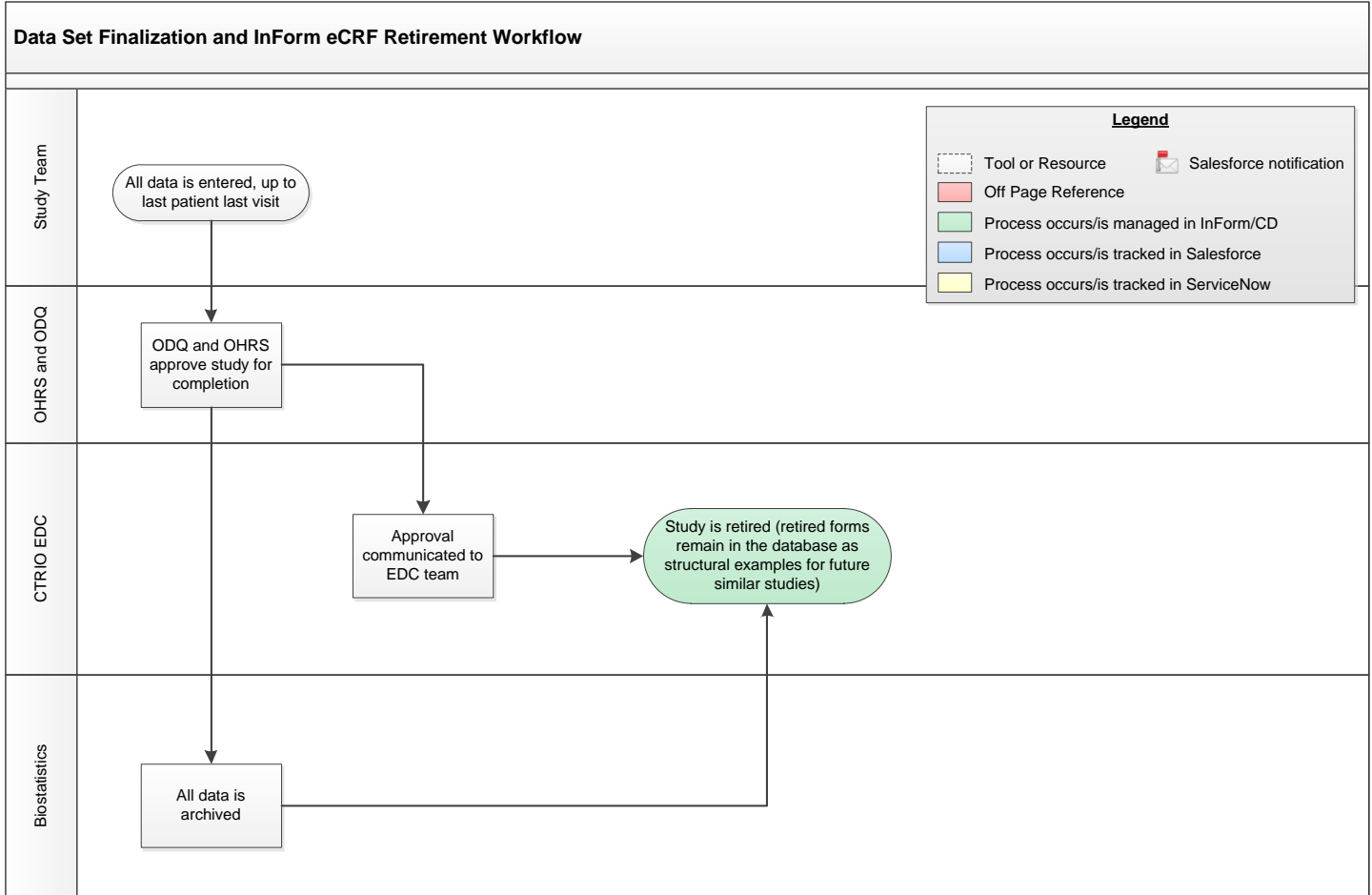
3.1.1.4. Biostatistics has archived all data sets.

3.1.2. Once all the above conditions have been met, ODQ will notify the RIO EDC team that the eCRFs can be moved out of the InForm production environment. The EDC team will close the eCRF in the production environment in InForm.

3.1.3. Retired forms will remain in the database to be referenced in the future as examples for similar studies.

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Appendix 1: Data Set Finalization and InForm eCRF Retirement Workflow



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Maintained by: Research Informatics for Operations (RIO)