



# Data Collection & Data Entry



University  
of Dundee



## Castor eCRF

- Data entry is performed in the electronic case report form (eCRF) using Castor system
- This can be accessed here: <https://uk.castoredc.com/>
- It is a secure, hosted system that is GCP-compliant



## Castor Training

- Inform the Data Manager which site team members need access to Castor
- Access to a test site will be provided
- Castor training will be provided by the Data Management Team
- Castor training consists of:
  - Brief data training sheet to enter test data & become familiar with Castor
  - Supported by a data entry guideline document
  - PI data verification guidelines
  - Additional one-to-one training if required
- Access to the live system will be given once training is completed, and the person is delegated this task on the Delegation Log
- The Data Management Team can be contacted on: [air-net-dm@dundee.ac.uk](mailto:air-net-dm@dundee.ac.uk)



## Paper Worksheets

- Sites will be provided with a paper worksheet for all visits.
- Concomitant Medication Log & AE Log are separate worksheets. These should be reviewed at each visit.
- The use of worksheets is optional. Worksheets will not be monitored and should not be archived at the end of the trial unless they were used to record source data.
- If used to record source data, they must be filed in the medical notes.
- Sites will also be provided with a continuation sheet, to record source data for each visit. Use of this is optional but if not used the information must be documented in the medical records.
- Ensure the correct questionnaires are completed at each visit.

