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| **Identify the Research Question (s) you want to answer.**  *Being clear about your question will help make sure you collect the right data. What is your project’s hypothesis? What are we trying to answer?*  Click or tap here to enter text. |
| **DATA BASICS** |
| **What kind of data is available?**  *Make a list of all of the data that is needed to answer the research question (s).*  Click or tap here to enter text. |
| **What is the source for data collection?**  What is the method for data collection?*Will you use a survey, phone interviews, observations, medical records, etc?*  Click or tap here to enter text. |
| **What type of data will be collected?**  *This is critical for creating a Data Collection Form.*  Click or tap here to enter text. |
| **How much data will be needed?**  *This question may require some assistance from a statistician.*  Click or tap here to enter text. |
| **COLLECTING DATA** |
| **What is your plan for starting data collection?**  *How will you actually go about collecting data?*  Click or tap here to enter text. |
| **When will you collect data?**  *Define the data collection period and appropriate timeframes.*  Click or tap here to enter text. |
| **How are you going to measure the data?**  *This question coincides with how you plan to analyze the data that you collect.*  Click or tap here to enter text. |
| **Who is going to collect the data?**  *Identify person(s) who will collect the data.*  Click or tap here to enter text. |
| **RECORDING DATA** |
| **Where will be data be recorded?**  *Have you created a data collection sheet/template? How will the data be displayed?*  Click or tap here to enter text. |
| **Where will the data be stored?**  *Data must be permanently stored in RedCap. Has a RedCap project been created?*  Click or tap here to enter text. |
| **How will you ensure consistency and stability?**  *How will you make sure data is consistently collected each time? How will you ensure that there are no biases in your data collection?*  Click or tap here to enter text. |
| **SHARING DATA** |
| **Will data be shared?**  *Describe to whom data will be shared. A Data Use Agreement might be required.*  Click or tap here to enter text. |