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TO: ALL SWOG MEMBER, CCOP AND AFFILIATE MEDICAL ONCOLOGISTS
AND PATHOLOGISTS

FROM: SWOG Operations Office

RE: Faxed Data to the SWOG Data Operations Center

MEMORANDUM

The purpose of this memorandum is to update sites about the new data submission policy and requirements. Nearly all data submitted on SWOG-coordinated trials now require online data submission – whether that is done using Medidata Rave or an older trial utilizing the CRA Workbench. Up to this point, there have been noted exceptions below that still require faxing the data to our data submission fax line.

1. Forms for older studies that were not available online.
2. Forms for older studies that were not amendable online.
3. Query pages notifying the Data Coordinator queries that had been responded to.
4. Source documents such as pathology/operative reports, CT scan reports, etc.

As of September 1, 2013 faxed data will no longer be accepted at the SWOG Data Operations Center, **with the exception** of source documents and amended data originally submitted on paper. Any remaining forms that were not available online will be programmed to allow for online submission. Forms that were not available to amend online, will be amendable.

The biggest change is no longer faxing the query page to notify the Data Coordinator of your response. Instead, you can respond online. To do so, on the Data Submission >> Queries tab, click the 'Resolved' button next to queries that you have responded to, or the 'Acknowledged' button for CRA notes. Doing so will remove the query from your list and automatically alert the assigned Data Coordinator for follow-up review. Please note this will not be available until 09/01/13.

Data received by fax that should have been submitted, amended or resolved online will be returned to you unprocessed. If you have any questions, please call the Data Operations Center at 206-652-2267 and ask to speak to the assigned Data Coordinator or a member of our management team.