

September 1, 2013

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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 SWOG data submission policy and requirements.

Nearly all data submitted on SWOG-coordinated trials now require online data submission, whether it is a newer trial using Medidata Rave or an older trial using the CRA Workbench. Up to this point, there have been noted exceptions below that still require faxing the data to the SWOG 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 (**exceptions:** source documents and amended data originally submitted on paper). Any remaining forms that were not available online have been programmed to allow for online submission. Forms that were not available to amend online, are now amendable.

The biggest change is no longer faxing the query page to notify the Data Coordinator of your response. Instead, sites can respond online. On the Data Submission >> Queries tab, simply click the 'Resolved' button next to queries that have been responded to, or the 'Acknowledged' button for CRA notes. Doing so will remove the query from the site's list and automatically alert the assigned Data Coordinator for follow-up review.

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