

CHICKEN SOUP FOR THE BUSY COORDINATOR

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Using FormSG as a Research Data Capturing Tool

Dr Max, a Principal Investigator (PI) in NHG is conducting a survey research study using online questionnaires to understand Economic Burden of Diabetic patients. The study aims to recruit up to 2000 research volunteers who has diabetes mellitus. Due to Covid-19 situation, the duration between diabetic clinic visits became longer than before. Tele-consultation is introduced to minimize waiting time and reduce personal contact during the Covid-19 period. In order to meet recruitment deadline, the PI considered using FormSG for research data collection and he was informed of the NHG requirements regarding the use of data capturing platforms by the Clinical Research Unit (CRU):

- 1) The NHG Research Electronic Data Capture (REDCap) ❶ is strongly recommended for data capturing for all NHG research.
 - 2) Based on the updated position in Addendum to NHG research data policy version 1.0, dated 31 Oct 22, FormSG can be used as an approved research data capturing tool in NHG, for collection of both identifiable and non-identifiable research data.
 - 3) However, Dr Max must consider implementing the following measures when using FormSG to collect identifiable data for his study:
 - Whenever possible, data collected through FormSG should be sent directly to the email boxes of authorized persons only (i.e. approved study team members);
 - The emails received from FormSG should be deleted after it has been converted to PDF or other forms for retention to avoid storing multiple copies of the collected data; and
 - Questions that check for participant’s eligibility/inclusion criteria to the study should be included to prevent ineligible research participation from providing additional information unnecessarily. For example, Dr Max’s study, a non-diabetic subject will not be able to proceed further when “No” is selected for screening question “I have diabetes”.
- ❶ Characteristics and capabilities of NHG REDCap:
- *It has an in-built 2FA authentication process (email(link to ADID) /Google Authenticator).*
 - *IT allows for uploading of image files as attachments.*

Note: Please refer and comply to your respective institution’s research data policy/guidelines.

References:

- NHG Research Data Policy version 1, dated 11 May 21
- ADDENDUM TO NHG RESEARCH DATA POLICY VERSION 1.0–UPDATE ON USE OF FORMSG AS A RESEARCH DATA CAPTURING TOOL, dated 31 Oct 22

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**Disclaimer: All characters appearing in this article are fictitious. Any resemblance to real persons is purely coincidental. Best practices may differ between institutions. Readers are encouraged to follow their institution’s policies/guidelines relating to the above scenarios/case study.*