# PARTNER SITE ONBOARDING CHECKLIST

# OtoSurg 1

GLOBAL OHNS

EMORY UNIVERSITY

## ☐ STEP 1

- Complete the OtoSurg 1 Site Interest Form
- Join the OtoSurg 1 WhatsApp community
- If you do not hear from the Recruitment and Publicity Team within 7 days of completing the OtoSurg 1 Site Interest Form, please send an email to connect to: otosurg.recruitment@gmail.com

## ☐ STEP 2

- Build your team:
  - Each team will include 2-4 members and must include the following roles:
  - 1 Data Recorder, 1 Data Validator, and 1 Team Lead
- Each team should have at least one attending physician from the participating site
- The Data Recorder and Data Validator must be two separate people
- However, the Data Recorder or Data Validator may also serve as the Team Lead
- Share your final team roles with the Recruitment and Publicity Team

## ☐ STEP 3

- Complete your IRB application
  - Use the IRB toolkit on the OtoSurg website for guidance
  - Request assistance from the Research Support Team as needed
  - When complete, inform the Recruitment and Publicity Team of your site's IRB approval/exemption

## ☐ STEP 4

- Obtain REDCap access
  - The Data Management and Analysis Team will provide you with:
    - REDCap site registration form
    - Unique study/site ID number
- After completing the registration form, the Data Management and Analysis Team will notify you when registration is complete

## ☐ STEP 5

- Select a 90-day period for data collection from the Data Management and Analysis Team
- Review the online instructions for data capture and upload
- Review the Data Contributor Agreement
- Contact the Research Support Team for assistance with data capture and upload, as needed

## Questions or concerns?

- Please email the Research Support Team at: otosurgohns@gmail.com
- Please send us a message in the OtoSurg 1 WhatsApp community