Project Title:	
Protocol Number:	
Principal Investigator (PI):	
Request Date:	
Change Number	*Enter the change number (eg. 20221013-1) into the document header.*

Description of Change

To be completed by DCC staff. Describe the changes to be made and the justification for those changes.

Notes (if any)

Testing

Describe what steps have been taken to test and review the project database prior to acceptance.

What testing was performed by DCC staff? What testing was performed by a member of the study team? Was there any walk-through or joint review of the changes in the test environment?

Testing and Review Steps (include description of expected result)	**Pass/Fail**	**Performed by**

Authorization

Changes must be approved before being applied in the production environment.

Form Completed By:	Date:
Change Approved By: (PI or Designee)	Date:

Implementation *(For DCC Use)*

Changed Implemented By:	
Production Date:	
Project Revision Number*:	

* A note about REDCap project lifecycle and revision numbering. A REDCap project starts in Development mode. While in development the project has no versioning or revision history, although the developer can manually create dated snapshots of the data dictionary. Once development is complete and approved, the project is moved to Production. Production projects start with no revision number. In order to make changes to the data dictionary the project must be moved to Draft mode. Once changes are approved the project is moved back to production and it is at this time that the production data dictionary is allocated a revision number. Each cycle from production, to draft and then back to production creates a new revision. Revisions are numbered sequentially, starting at 1.

Note: Not all REDCap project changes result in changes to the data dictionary and therefore not all changes are necessarily associated with a new revision number.