

# Alliance Statistics and Data Management Center

## Site Closure Worksheet

### Section 1: Site Information (This section is completed by Data Manager.)

Protocol: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site CTEP ID: \_\_\_\_\_

Date Site Closure Requested: \_\_\_\_\_

Reason Site Closure Requested: \_\_\_\_\_

### Section 2: Data Manager Approval (This section is completed by Data Manager.)

Milestone	Patient IDs	Completed
Eligibility Review(s), including Study Chair sign-off as applicable, are complete		<input type="checkbox"/>
Case Evaluation(s), including Study Chair sign-off as applicable, are complete		<input type="checkbox"/>
Data entry is current	n/a	<input type="checkbox"/>
All queries are resolved	n/a	<input type="checkbox"/>

By signing, I attest that all milestones listed in section 2 are complete for this site.

Signature \_\_\_\_\_ Approval Date \_\_\_\_\_

### Section 3: Statistician (This section is completed by Statistician.)

Milestone	Completed
Patient data is clean and complete for all planned analyses and current data entry edit checks.	<input type="checkbox"/>

By signing, I attest that all milestones listed in section 3 are complete for this site and acknowledge no additional queries may be issued for this site.

Signature \_\_\_\_\_ Approval Date \_\_\_\_\_

The complete document will be stored in Onbase.