

Checklist for the transition to a web-based platform

- Consult with investigative team
- Contact sponsor
- Contact/update research ethics board
- Update clinical trials registry
- Choose a practical web-based collaborative workspace for team communication
- Literature review of best practices for web-based interventions
- Consider privacy/confidentiality issues
- Revise informed consent
- Revise protocol/intervention to reflect changes transitioning to web-based format
- Provide any necessary staff training for new web-based procedures
- Create and provide participant handouts to support the new web-based procedures
- Obtain institutional/ethics approval to use video-conferencing platform; purchase license
- Update/create standard operating procedures for the new recruitment methods
- Update/create standard operating procedures for the web-based intervention
- Contact/consult institutional research services/senior management for guidance/approval
- Follow institutional protocol and obtain approval before resuming recruitment/research
- Consult with statisticians/advisors regarding changes to data collection/analyses.