

## START UP GUIDE

Welcome to the IMPACT study. We are excited to have you on board and look forward to making a start to the study. This guide will provide a quick overview of how to set up the study in your unit, collect data and upload it to REDCap. All **files** mentioned in the steps below can also be found using this link: <https://www.impact-meningioma.com/study-documents>. If you require support with the process, please do not hesitate to contact us at [contact@impact-meningioma.com](mailto:contact@impact-meningioma.com).

### 1- Register the study with your audit/research department and obtain approval

This should be the responsibility of the Trainee PI. All information needed for the application are available in the **study protocol**. Certain audit departments will require completion of a **data sharing agreement** which can be found in the study website.

### 2- Identify eligible patients for inclusion in the study

Please attempt to collate a list of potential patients for inclusion in the study using the search strategy detailed in the **study protocol**. If as a unit, a list of incidental meningioma patients is available to you, please ignore this step. Once a list is compiled, please ensure each patient meets the following selection criteria:

Inclusion criteria	Exclusion criteria
Incidental asymptomatic intracranial meningioma	History of cranial radiation >5 years from diagnosis
Diagnosed between 01/01/2009 – 31/12/2010	History of neurofibromatosis type 2
≥16 years of age	Surgical resection which revealed a different histopathological diagnosis

### 3- Enter patients' details into the study screening log

The **study screening log** should be stored in a secure location, to which all local investigators have access. Please use the study enrollment log to store the details of the patients screened. These include study ID, patient ID (NHS number or hospital number), name and date of birth. A study ID will be generated for each patient on entering their data into REDCap. An anonymised copy of this log will be requested on completion of the study.

### 4- Gain access to the REDCap database

Complete the **radiology e-learning module** (<http://bit.ly/IMPACT-radiology>) and send the certificate of completion alongside the **REDCap access request form** to [contact@impact-meningioma.com](mailto:contact@impact-meningioma.com). The e-learning module should not take more than 30 minutes to complete.

### 5- Collect and upload data to REDCap

Upon completion of the **radiology e-learning module** and **REDCap access request form**, each investigator will be provided with a unique login to REDCap. Please only use this login to upload data. For each patient, attempt to have clinical notes and images available to upload data in one go. Please review the **data collection guides** for help navigating the REDCap database and with radiology.