THESIS ORGANIZATION CHECKLIST

Medical Thesis Data Management | AcadLabs ThesisLog | acadlabs.in/thesisLog

Study Title: _____ _____	**Investigator:** _____ _____	**IEC No:** _____	**Start Date:** _____

■ PHASE 1 — Pre-Study (Before First Patient)

■	**Study protocol approved by thesis guide and department head**
■	**IEC / IRB approval letter obtained and filed**
■	Patient Information Sheet (PIS) prepared — English + local language
■	Informed Consent Form (ICF) designed and IEC-approved
■	**Case Record Form (CRF) finalised (Version 1.0) and guide-approved**
■	**Data sheet template created with validation rules on all columns**
■	**Codebook created — every variable defined with allowed values**
■	Patient Log set up (separate from data sheet)
■	Study ID numbering system decided (e.g., TL001–TL200)
■	**Subject Identification Log created (secured, separate storage)**
■	**Backup system set up: laptop + cloud + external drive (3-2-1 rule)**
■	Folder structure created: 01_Pre-Study / 02_Data-Collection / 03_Locked / 04_Analysis / 05_Manuscript

■ PHASE 2 — Data Collection (During Enrollment)

■	**Consent obtained before any study procedures for every patient**
■	**Signed ICF filed under patient's Study ID**
■	**CRF completed same day as patient visit — no blank required fields**
■	**Data entered into data sheet within 24 hours of CRF completion**
■	**Patient Log updated after every patient event (enrollment, visit, exit)**
■	QC check run every 20 patients: review missing values per column
■	Protocol Deviation Log updated if any deviation occurred
■	Serious Adverse Events reported to IEC within mandated timeframe
■	**Backup confirmed after every data entry session**
■	CRF scans saved as TL001.pdf, TL002.pdf in /CRFs folder
■	Monthly reconciliation: Patient Log numbers match Data Sheet rows

■ WEEKLY ROUTINE (10 minutes every Sunday)

1. Confirm all CRFs scanned and saved · 2. Patient Log updated · 3. Missing-values count run · 4. Cloud backup verified · 5. External drive copy made

■ PHASE 3 — Close-Out & Database Lock

■	**All outstanding CRFs completed and data entered**
■	**Final QC check run — all missing values resolved or coded -9/NA**
■	Query Log reviewed — all open queries resolved
■	**Patient Log marked: every patient has a final status**
■	**CONSORT / STROBE numbers verified against Patient Log totals**
■	**Database lock performed: read-only copy saved as DataSheet_LOCKED_[date].xlsx**
■	**Codebook finalised and matches locked dataset columns exactly**
■	**Statistical Analysis Plan (SAP) written before analysis begins**
■	Locked dataset shared with guide for review before statistical handoff

■ PHASE 4 — Analysis & Submission

■	**All analysis performed on locked dataset only — never the live file**
■	**SPSS / R / Stata output files saved in /04_Analysis folder**
■	Analysis scripts or syntax files archived (not just screenshots)
■	Results verified by guide before writing begins
■	Thesis manuscript drafts versioned: Draft_v1_[date].docx
■	**Plagiarism report generated (Turnitin / iThenticate)**
■	**Final thesis signed by guide, co-guide, and department head**
■	**Data archiving plan confirmed: CRFs + consent forms + dataset stored per policy (min. 5 years)**
■	If publishing: data availability statement prepared, de-identified dataset ready

■ FILE NAMING QUICK REFERENCE

Document Type	Correct Naming Format	Example
Protocol	Protocol_v[N]_[YYYY-MM-DD].docx	Protocol_v2.1_2025-08-10.docx
Live data sheet	DataSheet_LIVE.xlsx	— never date the live file —
Locked data sheet	DataSheet_LOCKED_[YYYY-MM-DD].xlsx	DataSheet_LOCKED_2026-01-15.xlsx
Patient CRF (scanned)	[StudyID]_CRF_[YYYY-MM-DD].pdf	TL047_CRF_2025-09-14.pdf
Consent form	[StudyID]_Consent_[YYYY-MM-DD].pdf	TL047_Consent_2025-09-14.pdf
Thesis draft	Draft_v[N]_[YYYY-MM-DD].docx	Draft_v3_2026-03-01.docx