



How to join the CAPACITY-COVID collaborative consortium

1. To join the consortium, please send an email to info@capacity-covid.eu with the following information:

- Your name
- The name and location of your centre
- Departments within your hospital that would like to collect data (e.g. Cardiology, Intensive Care etc.)

2. Once we have received your application, we will send you a study package containing the following documents:

- Data Transfer Agreement (DTA)
 - The DTA needs to be signed by a person authorized to legally represent your hospital
- Study Protocol
 - Fill in the yellow fields on page 2-3
- Data Access and Sharing Policy
 - Confirm your agreement with this policy
- Request form CAPACITY REDcap accounts

3. Please note that it is your responsibility to follow all national rules and regulations and assess whether approval by a Medical Research Ethics Committee (MREC) is necessary.

4. To confirm your participation return the documents mentioned under point 2 to us.

5. In due time, you will receive the following;

- Login details for REDCap will be sent to all members of your team. Please check your spam folder in case you have not received this e-mail in your inbox.
- A template key to assign a Study ID for each patient
- A FAQ document concerning the REDCAP CRF
- Information on how to upload anonymized images (such as ECG) to REDCap

6. Start collecting your data! The local coordinator at your center is held responsible for generating study ID's via the Standard Operating Procedure (SOP) www.capacity-covid.eu. The CAPACITY one-pager can also be found online and contains a summary of the most important aspects of this study for all clinicians and researchers involved.

7. Both prospective data collection during admission or retrospective data collection after discharge is possible. If the patient, or in case the patient is critically ill one of their loved ones, is informed about the study, a template patient information form is available on our website under the tab "Study Document Download". Likewise, an opt-out form is available in case an opt-out approach is handled.