Place in Site Master File #9

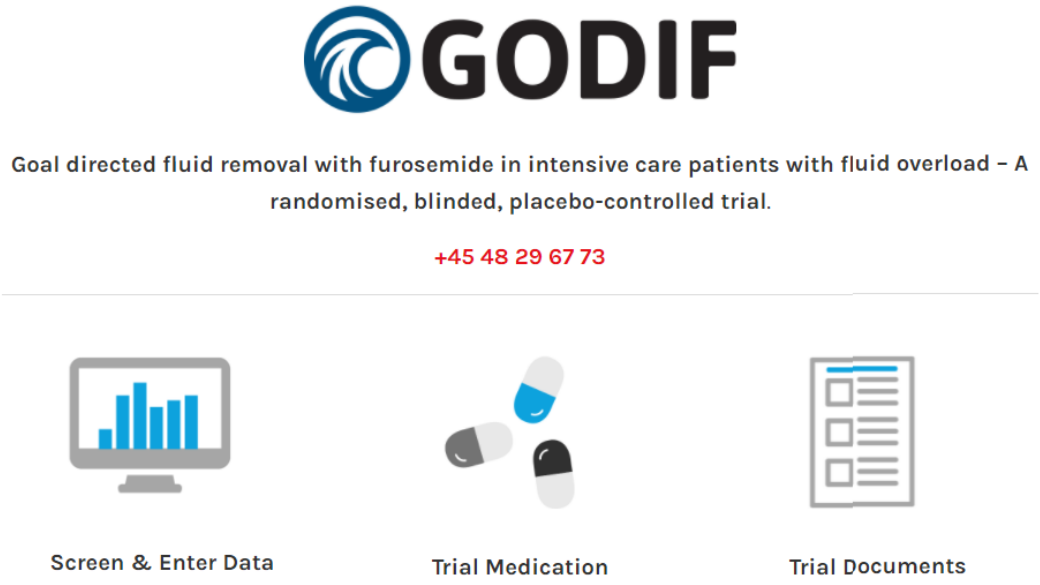
Instructions for the GODIF trial – eCRF

Please screen all adults meeting the inclusion criteria to assess their eligibility for inclusion in the GODIF trial. Re-assess the inclusion criteria during ICU stay in patients not meeting the criteria at ICU admission. A screening log is maintained to monitor patient recruitment at each site and will enable a description of the patient population from which eligible patients have been enrolled. All patients will be allocated a site-specific trial participant ID when initiating the screening procedure.

Questions and uncertainties may be answered by keeping the cursor on the [info] next to each question in the eCRF.

1) Go to www.cric.nu/godif

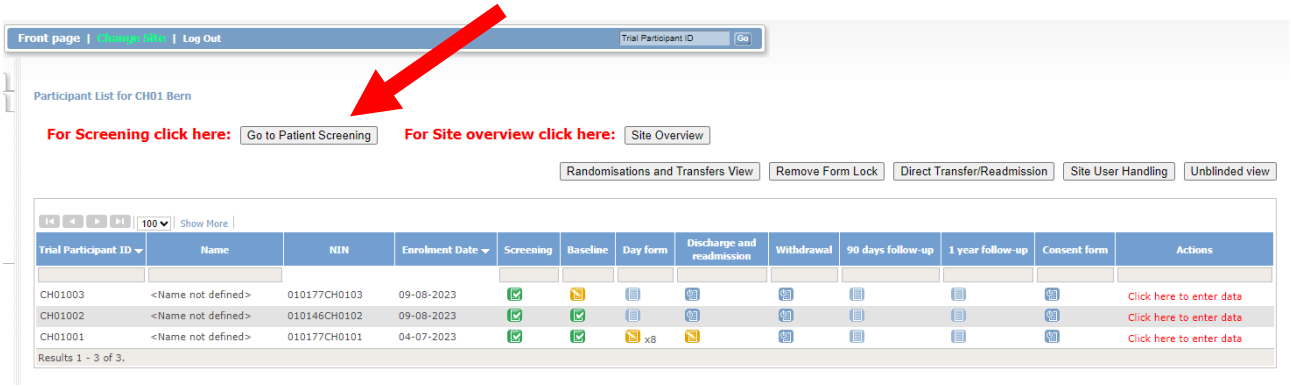
Click the eCRF link to 'Screen, randomise and enter data'.



2) log in to the eCRF with your personal login.

If you have not received your login, please send an email to godif@cric.nu

3) Click the 'Go to patient screening' button



4) A national identification number (NIN) is needed to help identify the patient.

<u>A national identification number (NIN) must be constructed</u>

NIN is a unique number identifying the patient and will be checked by the system to make sure the same patient is not randomised more than once. The NIN consists of

- A national identification number of 4 digits are automatically inserted
- Year of birth must be entered (YYYY)
- A site identification (automatically generated)
- A serial number of two digits of your choosing

If a warning appears, please check that the patient has not previously been enrolled. Two types of warnings are possible:

Red warning: The NIN is completely identical with a previously constructed NIN. If it is NOT the same patient, **please change the serial number**.

5) Complete the screening form.

Note that fertile women < 50 years) must have a negative pregnancy test (urine or blood) before screening and that consent **always** has to be obtained according to national regulations.

When the form is complete, the text in the randomisation window will change to either green (eligible) or red (not eligible)

Patient is eligible for inclusion in the GODIF-ICU Trial.
Continue data entry below for stratification calculations and then click the 'Perform randomisation' button.

Fill in the boxes under the heading 'Patient'. Which is needed to calculate stratifications (AKI and SMS-ICU score) for this trial before randomisation is possible. Not all countries are allowed to fill in the name.

Patient is eligible for inclusion in the GODIF-ICU Trial.
Continue data entry below for stratification calculations and then click the 'Perform randomisation' button.

Patient

P1	Name of the patient	Ole H [info] ☐ Unknown at admission
	Acute kidney injury	
A1	Habitual plasma creatinine value prior to current hospitalisation	◉ Measured ○ Calculated [info]
A1a	Habitual plasma creatinine value	◉ µmol/L ○ mg/dL 101 (µmol/L) 1.1 (mg/dL)
A2	Highest plasma creatinine value within the last 24 hours prior to randomization	◉ µmol/L ○ mg/dL 122 (µmol/L) 1.4 (mg/dL)
A3	Diuresis the last 24 hours	1500 (mL)
	SMS-ICU (Simplified Mortality Score for the Intensive Care Unit)	
SS1	Lowest systolic blood pressure within the last 24 hours prior to randomisation?	88 (mmHg) [info]
SS2	Use of vasopressors/inotropica?	◉ Yes ○ No [info]
SS3	Did the patient receive acute surgery during current hospital admission?	◉ Yes ○ No [info]
SS4	Did the patient receive respiratory support within the last 24 hours prior to randomisation?	◉ Yes ○ No [info]
SS5	Metastatic cancer or hematological malignancy?	○ Yes ◉ No [info]

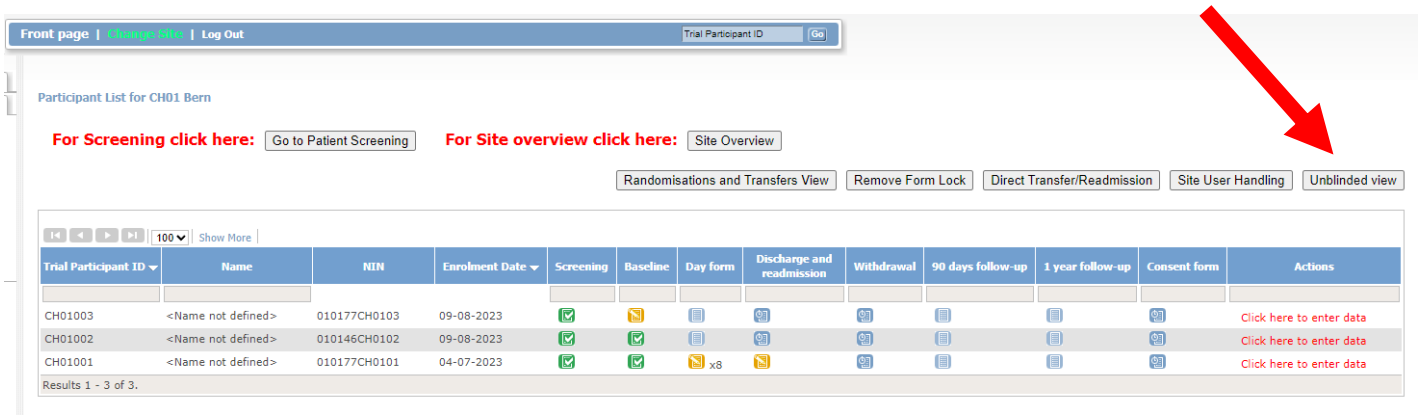
Stratification variables

ST1	Site	DK01
ST2	Acute Kidney Injury (AKI)	○ Yes ◉ No *AKI staging grade* N/A [info]
ST3	SMS-score > 25	○ Yes ◉ No

Perform randomisation

6) When the form is complete click ‘perform randomisation’ and the following pop-up will appear

The unblinded staff who need to prepare the trial medication must log in to the eCRF with their personal login. The unblinded staff will have a special function in the eCRF. They must click on the button “unblinded view” on the front page. Only staff registered as unblinded will have this feature.



A page will show the allocation group:

Unblinded Overview

Click here to get back to Front page

Participant ID	PID	Randomisation timestamp	Unblinded outcome
CH01003	010177CH0103	09-08-2023 08:28:43	Furosemide
CH01002	010146CH0102	09-08-2023 08:23:54	Placebo
CH01001	010177CH0101	04-07-2023 15:07:08	Placebo

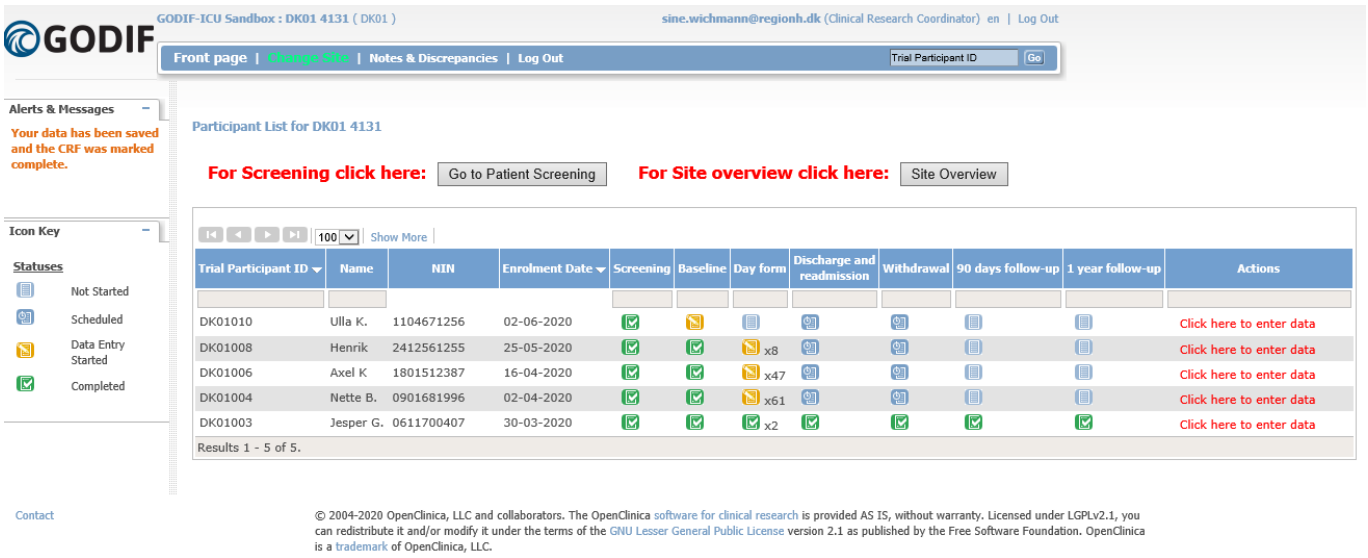
7) The including doctor must prescribe the trial medication for the patient as a continuous infusion with 0-4 ml/hour in your medical chart/ICU chart/medicine program.

8) Administer the trial medication according to the algorithm. See SOP for trial medication and algorithms for trial medication.

Further registration of data in the eCRF

After login, you will see the participant list.

(The following screenshots taken from a demo version of the GODIF eCRF)



Each trial participant has one row. In the first three columns you will find:

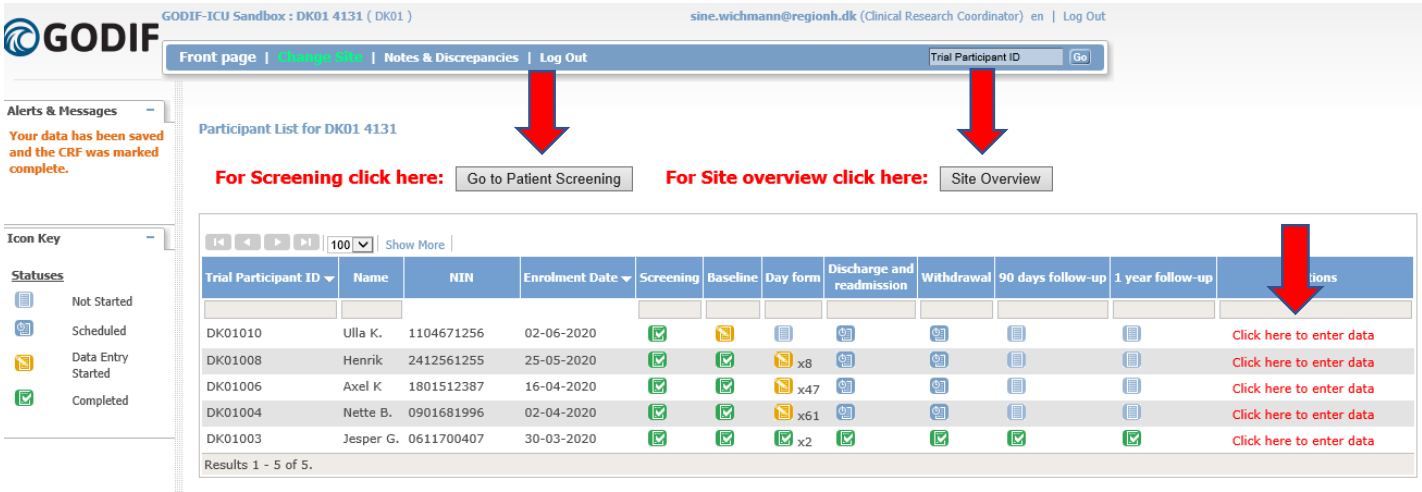
- Trial participant ID – an automatically generated identifier number. Write this ID in your screening log and use it when communicating with the coordinating centre.
- Name of the participant (as written in the screening procedure if allowed as per national regulation)
- National identification number (NIN) (as described earlier)
- Enrolment date

The next columns show the different trial events (i.e. screening, baseline, day forms etc.)

New day forms will be generated daily (to a maximum of 90 days). The colour of the icon in the column with 'Day form' will switch from yellow to green when all generated day forms have been completed (data inserted and submitted). When a new form is generated the icon will turn yellow again until the patient is discharged and all day forms have been completed. To see which day forms are incomplete, either click the 'click here to enter data' or go to the site overview (see next page).

From the front page (participant list) you can proceed to:

- Screening procedure (patient screening)
- Site overview
- Participant details (data entry)



Site Overview

In the upper right corner, you will find the '**site overview**' button. Clicking this give you a quick overview of your enrolled patients

Participant ID	Name	NIN	Randomisation Date	Screening last updated by	Screening	Baseline	DF 1	DF 2	DF 3	DF 4	DF 5	DF 6	DF 7	DF 8	DF 9	DF 10	DF 11
DK01019	Ole H	D1010401324	18-08-2020 13:09	sine.wichmann@regionh.dk	✓												
DK01014	Hanne H	0110550014	07-08-2020 13:55	sine.wichmann@regionh.dk	✓	✓											
DK01013	Netto Kvickly	D1234567898	29-06-2020 11:13	root	✓												
DK01010	Ulla K.	1104671256	02-06-2020 07:57	sine.wichmann@regionh.dk	✓												
DK01008	Henrik	2412561255	25-05-2020 14:12	sine.wichmann@regionh.dk	✓	✓	✓	✓									
DK01006	Axel K	1801512387	16-04-2020 11:15	sine.wichmann@regionh.dk	✓	✓											
DK01004	Nette B.	0901681996	02-04-2020 09:57	sine.wichmann@regionh.dk	✓	✓	✓										
DK01003	Jesper G.	0611700407	30-03-2020 18:06	sanne.lauritzen@regionh.dk	✓	✓	✓	✓									
DK01018					✓												

Hovering the cursor over the  will display the start and the end date of the day form.

Click the  to enter the incomplete form.

If icons are missing, the forms have not yet been generated.

Data entry – general information

After randomisation the following forms will be available:

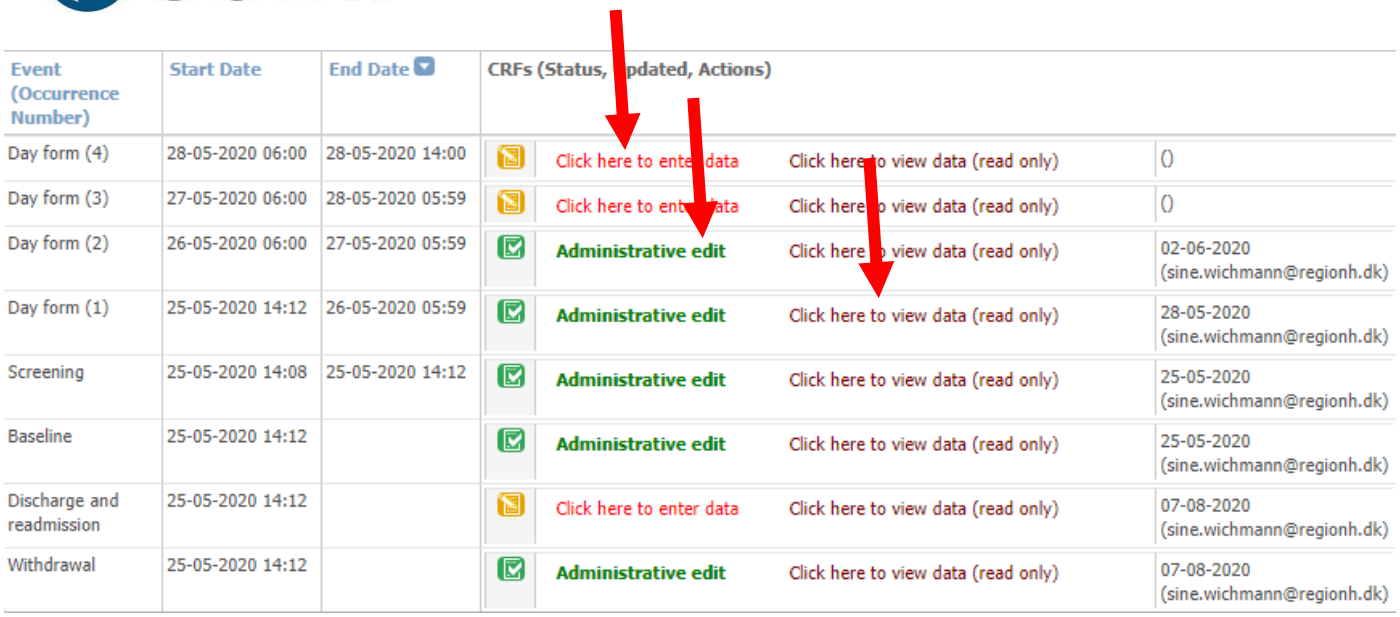
- Baseline form
- Day form (1 for each day the participant is in the ICU to a maximum of 90 days)
- Discharge and readmission form (to be completed at discharge or death and in case of readmission)
- Withdrawal from (to be completed if the participant is withdrawn from the trial because of SAR/SUSAR, withdrawal from active therapy, withdrawal of consent, consent not obtained, clinical decision, or involuntary hospitalisation)
- 90-day follow-up form (becomes active 90 days after randomisation) if the participant dies in the ICU and the discharge form is completed, the follow-up form will automatically be completed.
- 1-year follow-up form (becomes active one year after randomisation)
- Consent form (all consents must be uploaded)

To enter the above listed forms, go to participant details be clicking ' Click here to enter data' in the right side.

After entering the page of a participant, you can either

'Enter or edit data 'or if you want to edit data in an already submitted form, click 'Administrative edit'

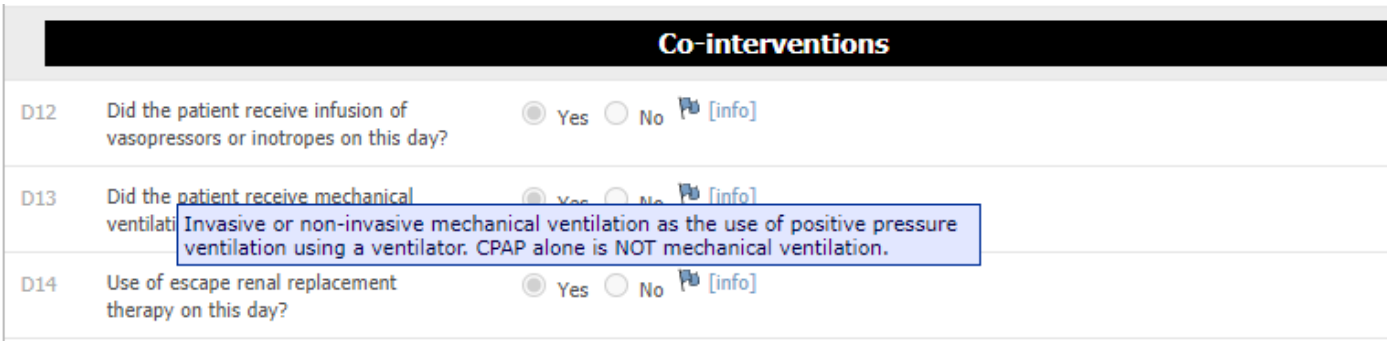
'Click here to view data (read only)' can be used if you just want to read and not enter or change data.



Event (Occurrence Number)	Start Date	End Date	CRFs (Status, Updated, Actions)		
Day form (4)	28-05-2020 06:00	28-05-2020 14:00	Click here to enter data	Click here to view data (read only)	()
Day form (3)	27-05-2020 06:00	28-05-2020 05:59	Click here to enter data	Click here to view data (read only)	()
Day form (2)	26-05-2020 06:00	27-05-2020 05:59	Administrative edit	Click here to view data (read only)	02-06-2020 (sine.wichmann@regionh.dk)
Day form (1)	25-05-2020 14:12	26-05-2020 05:59	Administrative edit	Click here to view data (read only)	28-05-2020 (sine.wichmann@regionh.dk)
Screening	25-05-2020 14:08	25-05-2020 14:12	Administrative edit	Click here to view data (read only)	25-05-2020 (sine.wichmann@regionh.dk)
Baseline	25-05-2020 14:12		Administrative edit	Click here to view data (read only)	25-05-2020 (sine.wichmann@regionh.dk)
Discharge and readmission	25-05-2020 14:12		Click here to enter data	Click here to view data (read only)	07-08-2020 (sine.wichmann@regionh.dk)
Withdrawal	25-05-2020 14:12		Administrative edit	Click here to view data (read only)	07-08-2020 (sine.wichmann@regionh.dk)

In the forms

Questions and uncertainties may be answered by hovering the cursor over the [info] next to each question in the eCRF. A blue box will appear as shown in the screen shot below. This information should be read carefully and followed stringently.



The date format is always dd-mm-yyyy and the time format is 24 hours (hh:mm).

At the bottom of each form, you will have the opportunity to:

- **Submit form.** This will only appear as an option once the form is complete
- **Save**. This will be an option when data has been entered
- **Exit (no save).** Use this if you entered the form and want to leave without entering data

The icons in the participant list and in the overview will turn green when a complete form has been submitted. If complete and only saved form, the icon will continue to be yellow .

Day form (3)	04-04-2020 06:00	05-04-2020 05:59		Click here to enter data	Click here to view data (read only)	()
Day form (2)	03-04-2020 06:00	04-04-2020 05:59		Click here to enter data	Click here to view data (read only)	()
Day form (1)	02-04-2020 09:57	03-04-2020 05:59		Administrative edit	Click here to view data (read only)	16-04-2020 (sine.wichmann@regionh.dk)
Screening	02-04-2020 09:30	02-04-2020 09:57		Administrative edit	Click here to view data (read only)	02-04-2020 (sine.wichmann@regionh.dk)
Baseline	02-04-2020 09:57			Administrative edit	Click here to view data (read only)	02-04-2020 (sine.wichmann@regionh.dk)

Specific forms in the eCRF

Baseline form

Please pay attention to the following:

- Hospital admission date and date of ICU admission: if the participant has been transferred from another ICU/hospital, please enter the date and time of the first admission.
- When filling in the baseline form, all data should represent the condition at the time of randomisation, relevant periods before randomisation are specified within the questions or [info].

Day form

The time span is defined as 24 hours. Most sites have day forms running from 05:59 to 06:00, local time zone, but other time spans of 24 hours are possible and agreed upon with the specific site. The first day form will be available on the first morning after randomisation at 06:00 (or another time point according to the definition of a day at the site) (i.e. the day after randomisation). The last day is from 06:00 (or other time point agreed upon) until discharge or death. Hence, in most cases, the first and last day will be less than 24 hours. The day forms are generated once a day to a maximum of 90.

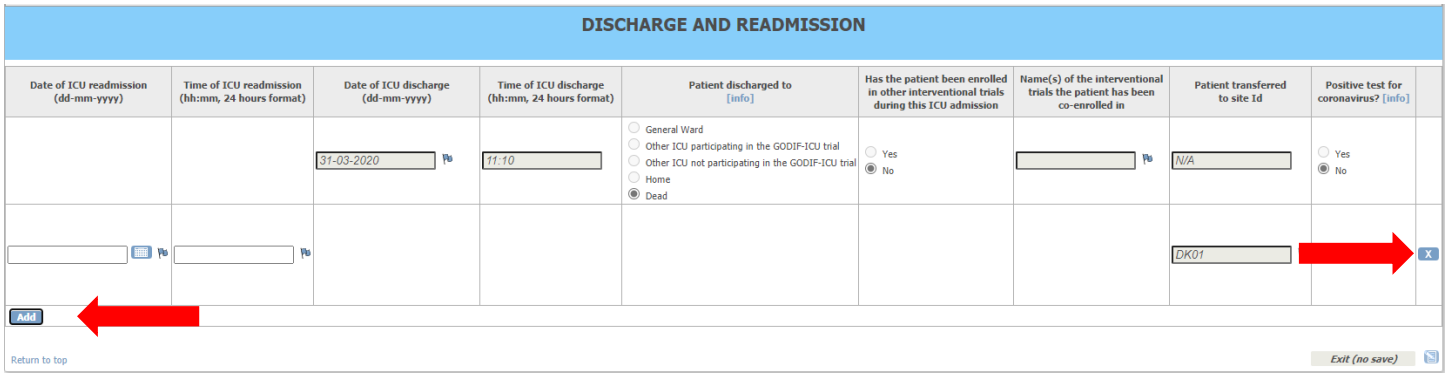
If a day form does not turn green when complete, please make sure the form has been submitted and not only saved.

Discharge and readmission

The discharge and readmission form is used to both discharge and readmit the participant (available several times). Hence, this form will only turn green if the participant is registered dead in the ICU. If a participant dies in the ICU, discharge the participant in the system by completing the discharge form. Entering the participant as discharged using this form will stop the generation of day forms and remove already generated day forms after the discharge date. Therefore, it may be advantageous to fill in the discharge form before the last day form.

If the patient is readmitted to the ICU, go to the discharge and readmission form again and click 'add'. This will generate a new row. Please complete the data and time of readmission.

If an unnecessary row is generated, you must delete it by clicking 'X' on the right side.



After filling in the readmission row of the discharge and readmission form, day forms will again be generated.

Patients transferred from/to another ICU

ICUs **not** participating in the GODIF trial:

If a patient is transferred to your ICU from an ICU not participating in the GODIF trial, please screen the patient for inclusion in the GODIF trial throughout the visit.

If a patient is transferred **from your** ICU to a participating ICU, complete the discharge form and write the centre the participant will be transferred to. Please inform the receiving ICU that the patient is enrolled in the GODIF trial.

Withdrawal

The participant can be withdrawn from the trial for the following reasons:

- Clinical decision in conjunction with coordinating investigator
- Withdrawal from active therapy
- SAR/SUSAR
- Consent not given or withdrawn
- Patient is subject to involuntary hospitalisation

Please fill in the withdrawal form. If the participant accepts continued data registration, please obtain consent to this and write it in the medical chart.

GODIF

Follow-up

90 days and one year after randomisation, the relevant follow-up forms will be activated respectively. Please fill in these forms when available.

If the participant dies within the ICU and this is registered in the discharge form, the date of death will automatically be filled in and thus follow-up forms will appear green  and will not have to be filled in.

If the participant is registered dead in the 90-day follow-up form, the one-year follow-up form will likewise be filled in automatically.

Consent form

This feature is not mandatory. It can be used if allowed by national regulations and at the discretion at the participating sites. By uploading consent forms it facilitates off-site monitoring. It was used a lot during the COVID-19 pandemic and might still be relevant for some sites.