



INSTRUCTIONS FOR NUTRITIONQUEST TRACKING FORM NQT, VERSION 1.0, QUESTION BY QUESTION (QxQ)

I. GENERAL INSTRUCTIONS

The Nutritionquest Tracking Form is to be completed when the Nutritionquest questionnaire has been received from a participant either from Visit 5 or from the Bronchoscopy substudy. The Nutritionquest questionnaire ID is located at the top of the questionnaire (starting with NQ). The date that the questionnaire was received in the Michigan Reading Center Lab should be recorded.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form. For the Event field, record if this is happening at Visit 5 or another event (i.e., Bronchoscopy Substudy).

0a. Date of Collection: Record the date the data was collected or abstracted. Select the date from the pop-up calendar in the data management system (DMS) or type the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

0b. Staff Code: Record the SPIROMICS staff code of the person who collected or abstracted the data. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data, please contact the GIC in order to receive your unique staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Please answer every question on this form.

Item 1. **Nutritionquest ID** – Carefully enter the Nutritionquest ID (located at the top of the Nutritionquest questionnaire) in the spaces provided.

Item 2. **Nutritionquest date of receipt** – Carefully enter the date the questionnaire was received at the Michigan Reading Center.

Save and close the form.