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## Standard Operating Procedure for Date Formatting and Time Formatting

Version Date: 28/04/2023

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### POLICY:

Due to complications with storage of date values in Excel spreadsheets because of automatic reformatting in Excel, guidelines for appropriate documentation of dates are provided below. All sites are responsible for ensuring adherence to the outlined protocol. If there are any questions, please contact MSKCC Research Project Manager: Rivka Kahn at [kahrn1@mskcc.org](mailto:kahrn1@mskcc.org).

### GUIDELINES:

#### ***Date Formatting***

- The aim is to employ REDCap for all ongoing and future studies, which streamlines entering and maintaining proper formatting of dates. Dates should **ALWAYS** be constructed as DD/MM/YYYY in REDCap and each questionnaire date must specify DD/MM/YYYY to ensure adherence to this streamlined formatting.
- In the case that study Research Assistants (RA's) employ Excel documents to keep track of data for personal recordkeeping (these documents will not be sent via email or other communication method), and REDCap is still used for final date collection and sharing, dates should be stored in a single Excel column with the month written in text format:
  - 15-Jun-2013
- In the case that the study does not utilize REDCap for the collection of some element of date data, dates should be stored in three different Excel columns under one data category:

Date X		
Day	Month	Year
15	6	2013

- If analysis of these dates is required, the Research manager can concatenate the dates after receiving the raw dataset from the RA using the formula: **D3=A3&"/"&B3&"/"&C3**

Date X			
Day	Month	Year	Merged
15	6	2013	15/6/2013

### ***Time Formatting***

- In the case that you must enter the time in the database or to correct a mistake per GCP guidelines. **ALWAYS** use the 24-hour format.

### **Revision History**

<b>Revision #</b>	<b>Effective Date</b>	<b>Changes</b>
Original	27/06/2021	Original
1	28/04/2023	1. Updated title to include time formatting 2. Added the guideline for time formatting.