

Database: Name of your project RMU Project Tracking#: RMU2013_999_Smith Date: yyyy-mm-dd		Project Lead: Leslie Smith RMU Database Consultant: **pending**	
NOTE 1. This is a suggested data dictionary layout capturing key information for a variety of possible study variables—actual variable names, descriptions, values and data types need to be assigned by the study			
NOTE 2. We recommend using Excel to generate your data dictionary in order to facilitate sorting			
NOTE 3. Studies collecting large numbers of variables add a column indicating general nature of each cluster of measures (e.g., demographics, SF-36)			
NOTE 4. Studies collecting repeat measures add a column for collection timepoint (e.g., baseline, Year 1) **			
NOTE 5. Studies collecting data via multiple instruments and/or methods —add a column identifying the specific source (e.g., lab report, patient chart; interview_questionnaire; self-admin_questionnaire, etc.) **			
NOTE 6. Ensure all fields have a notation for missing values . Ensure the value assigned to denote missing values cannot be a plausible value for that variable. E.g., do not use 99=missing in a field for waist circumference in cm			
Variable Name	Variable Description / Question	Data Values	Data Type
Study_ID	Unique, non-identifiable record number	e.g. 2061 (NOTE: no missing values possible)	Integer
Study_Group	Study group	1 = Group 1 (define) 2 = Group 2 (define) 3 = Group 3 (define) 9 = Missing	Categorical
Sex	Sex of participant	1 = Male 2 = Female 9 = Missing	Dichotomous
Mar_Stat	What is your current marital status?	1 = Married/partner 2 = Single 3 = Separated/Divorced 4 = Widowed 99 = Missing	Categorical
YOB	Year of birth	e.g. 1947 (4 digits) 9=Missing	Integer
Event_DT	Date of event	e.g. yyyy-mm-dd 9=Missing	Date
Lab_1	lab value 1	e.g., 15 (plausible range xx to xx) 99=Missing	Continuous
Lab_Result_1	Result from lab 1	1 = Positive 2 = Negative 99 = Missing	Categorical
Dx	Diagnosis of xxx	1 = Option 1 (define) 2 = Option 2 (define) 3 = Option 3 (define) 9 = Missing	Categorical
Dx_Other	Other diagnosis	**note: avoid use of text variables whenever possible—time-consuming to analyse**	Text
CD_COPD	Has a doctor ever diagnosed you as having COPD (chronic obstructive pulmonary disease)?	0 = No 1 = Yes 2 = Don't know 9 = Missing	Categorical
MI	Charlson comorbidity index variable: Myocardial infarction	0 = No 1 = Yes 99 = Missing	Categorical
CHF	Charlson comorbidity index variable: Congestive heart failure	0 = No 1 = Yes 99 = Missing	Categorical
CCI_Score	Charlson cormorbidity index score: (Calculated variable)	Define which variables used and how calculated. Possible range (xx to xx) 99=missing	Integer