



Efficient Reporting of Expedited Adverse Events to DAIDS

Be ready to report Adverse Events to DAIDS by following these best practices and guidelines.

1. Assign the Proper Reporters and Submitters in DAERS for Each Protocol

- Assignments for new protocols can be made at the time of Initial Protocol Registration in the DPRS (DAIDS Protocol Registration System). Coordinate with your Protocol Registration staff to designate appropriately.
- Review the list of Reporters and Submitters through the [DAERS Site Enrollment Module](#).
- Designate Reporters and Submitters for each protocol.*
- Assure sufficient coverage for reporting (i.e. more than one Submitter for each protocol).
- Review these assignments frequently to keep the lists current (add new staff, remove old staff).



[Set up an Outlook calendar reminder](#)

- For help, reference the [DAERS Site Enrollment Guide](#) and [FAQs](#).

**As of October 31st, 2011, all site staff who are active reporters in DAERS have the ability to create EAE Reports on all current and future protocols at the site. New staff must be added. Submitters must still be designated for all protocols.*

2. Keep Your DAERS Password Active

- Passwords expire every 60 days



[Set up an Outlook calendar reminder](#)

- Remind your staff to do the same

3. Remember the 3 Reporting Day Rule

- A day is counted as a reporting day regardless of the time of day that awareness occurred
- A reporting day starts at 12:00 AM (midnight) and ends at 11:59 PM local time
- Any holiday (US or in-country/local) that occurs on a Monday through Friday counts as a reporting day
- Monday through Friday count as reporting days
- Saturday and Sunday are not considered reporting days



[See Page 13 of the Manual for Expedited Reporting of Adverse Events to DAIDS, Version 2.0, January 2010](#)