

Veeva eCOA Data Change Request Form

Overview

Site staff can update participant IDs, event datetimes, and survey responses without Veeva involvement. Sites can request other changes using this form.

Submit your request by emailing this form to dcr@veeva.com. Veeva will attempt to complete the change within 20 business days.

Do not include personally identifiable information (PII) such as names, email addresses, or phone numbers. Additionally, it is the site's responsibility to store the signed paper form for their records. For more information, see [Managing Data Changes](#).

Requestor

Email Address Used to Access eCOA*	
Study Sponsor*	
Protocol Number*	
Site Number*	

Requested Data Change

Participant ID*	
Event Name (If Applicable)	
Survey Unique ID (If Applicable)	
Question Unique ID (If Applicable)	
Current Value*	
New Value*	
Note: For transcriptions, please attach the survey with PII removed.	
Reason for Change*	

* Required

Principal Investigator or Representative Signature

By signing below, you approve this change and attest to being either the principal investigator or a designated representative with the authority to approve data change requests.

Printed Name

Signature

Date