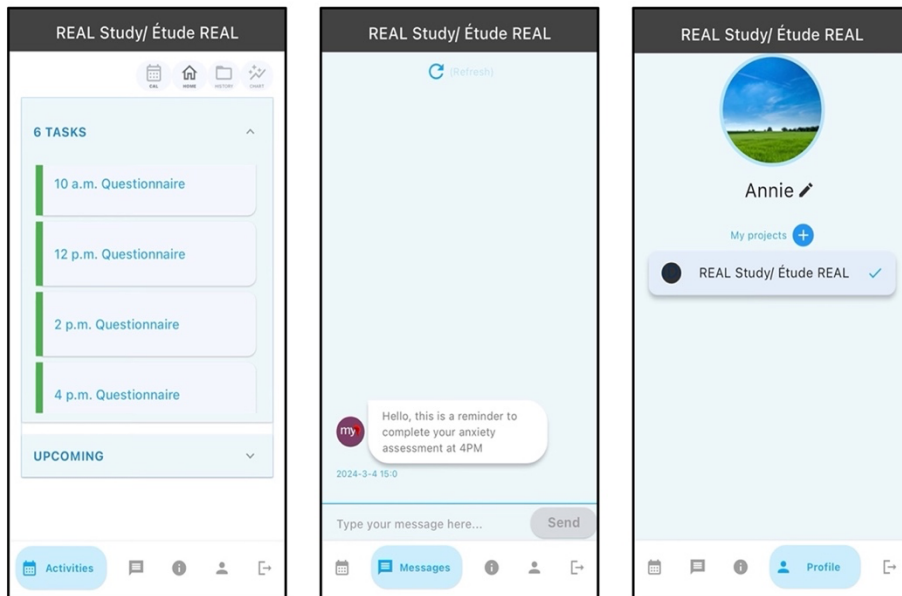


Participant MyCap guide for REAL Study

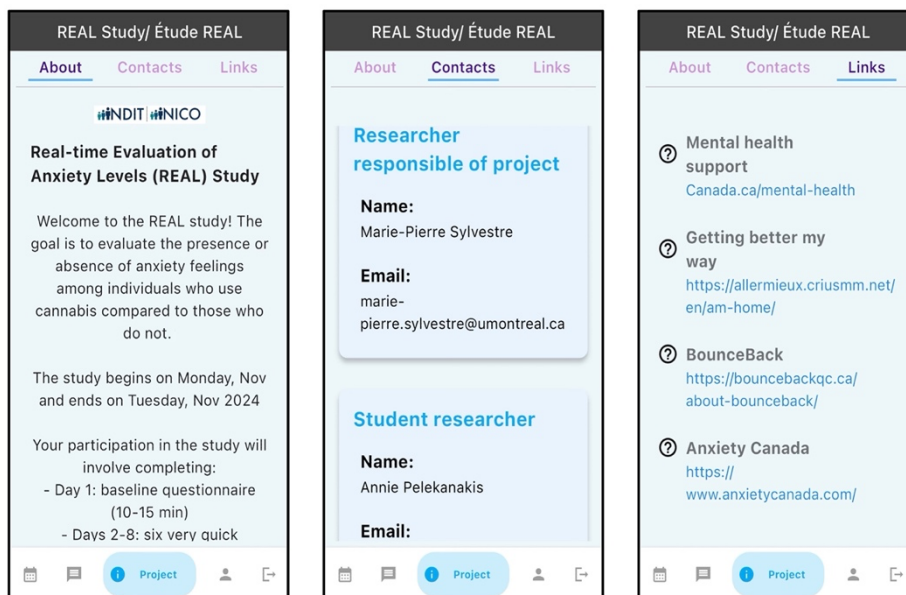
Navigating MyCap

The images below show where you can view and access information within MyCap. There are 4 tabs at the bottom of the app (Activities, Messages, Profile and Project).

- **Activities:** View all current, overdue, and upcoming daily questionnaires. This is where you will access the questionnaires you need to complete every day for this study.
- **Messages:** Send and receive messages with the study team. These messages are secure/private and can only be viewed by NDIT team members who have access to MyCap.
- **Profile:** View your enrolled studies and customize your profile name, passcode, and image using the pencil icon.



- **Project:** Access information *About* the study, study *Contacts*, and consult web *Links* on mental health resources provided by the study team.



Data Collection Schedule

	Monday (Dec 2)	Tuesday (Dec 3)	Wednesday (Dec 4)	Thursday (Dec 5)	Friday (Dec 6)	Saturday (Dec 7)	Sunday (Dec 8)	Monday (Dec 9)	Tuesday (Dec 10)
Baseline questionnaire	✓								
11 a.m. questionnaire		✓	✓	✓	✓	✓	✓	✓	
1 p.m. questionnaire		✓	✓	✓	✓	✓	✓	✓	
3 p.m. questionnaire		✓	✓	✓	✓	✓	✓	✓	
5 p.m. questionnaire		✓	✓	✓	✓	✓	✓	✓	
7 p.m. questionnaire		✓	✓	✓	✓	✓	✓	✓	
9 p.m. questionnaire		✓	✓	✓	✓	✓	✓	✓	
End-of-study questionnaire									✓

[Instructions for baseline questionnaire](#)

On Day 1, you will receive a link by email. This questionnaire must be completed online on REDCap using the link. You can complete it at any time on Monday, December 2, 2024. However, the baseline questionnaire must be completed before Tuesday, December 3, 2024.

[Instructions for daily questionnaires \(Day 2 to Day 8\)](#)

The daily questionnaires are to be completed using the MyCap app every 2 hours between 11:00 a.m. and 9:00 p.m. Each assessment should be completed as soon as you receive a notification. If it is not possible (i.e., in a meeting, driving, etc.), we strongly encourage you to complete within one hour.

Notifications:

You will receive a text message notification every time a questionnaire is due:

- 11:00 a.m., 1:00 p.m., 3:00 p.m., 5:00 p.m., 7:00 p.m. and 9:00 p.m.

A text message reminder will be sent 30 min later if a questionnaire has not been completed:

- 11:30 a.m., 1:30 p.m., 3:30 p.m., 5:30 p.m., 7:30 p.m., 9:30 p.m.

All text messages are automated and will come from this number: 438-255-4665. Please take note of this number or save it in your contacts so that you recognize it as the REAL study.

[Instructions for end-of-study questionnaire](#)

On the last day, you will receive a link by email. This questionnaire must be completed online on REDCap using the link. You can complete it at any time on Tuesday, December 10, 2024. However, the end-of-study questionnaire must be completed before Wednesday, December 11, 2024.

Frequently Asked Questions

1. Is my information secure on MyCap?

Yes, all information entered on MyCap is sent directly to a secure electronic study database. If internet is not available when an activity is completed, the information is stored on your device until

an internet connection is restored and the app is re-opened. MyCap will not have access to information on your device like your contacts, messages, or location.

2. Can I complete my assessments while offline (i.e., no internet connection)?

Yes, MyCap stores your data offline until your mobile device connects to the internet.

3. If I missed a few assessments throughout the day, can I still complete the following assessments?

Yes! For example, if you missed your 3:00 p.m. or 5:00 p.m. assessment, you could still complete the 7:00 p.m. and 9:00 p.m. assessments.

4. I forgot to complete the baseline questionnaire on Day 1. Can I still complete the daily assessments between 11 a.m. and 9 p.m.?

Yes.

5. Can I modify my answers on a questionnaire after I have submitted it on MyCap?

No, once you click DONE at the end of the questionnaire on MyCap, you can no longer go back. However, if you began completing a questionnaire but did not have time to finish it, you can click on the arrow at the top left corner of the screen and select “save for later”.

6. I am not receiving any text notifications on my phone. What do I do?

Please contact us immediately by email at annie.pelekanakis@umontreal.ca

7. When will I receive my e-transfer?

After the study has ended, it can take up to 4 to 6 weeks to receive the e-transfer from the CHUM.

8. What is the answer to the security question for the e-transfer?

The answer to the security question will be indicated in the confirmation email at the end of the study.