

## Study Start-Up Checklist

Study Title:

PI:

Sponsor:

Study Details:

Study type: Industry-Sponsored

Departments: Multidisciplinary

SOC: Standard of Care

Completed	Task	Date Completed	Comments
<b>Approval Process</b>			
	Research Proposal: Study Request Survey		
	• Protocol & Budget Allocation Outline		
	Attend RadOne Clinical Trials Committee Meeting		
	• Approved by Radiation Oncology		
	Attend Multidisciplinary Disease Team Meeting		
	• Approved by Multidisciplinary Disease Team		
<b>Management Decision</b>			
<b>Study Design Planning</b>			
	Cost Estimate Forms (other CUIMC departments)		
	Contract (from Sponsor)		
	Protocol (from Sponsor)		
	Budget (from Sponsor)		
	Informed Consent Form		
<b>Submission Process</b>			
	CTO Submission		
	• CTO Approval		
	Fiscal Support Submission		
	• Fiscal Support Approval		
	PRMC Feasibility Submission		
	• PRMC Approval		
	DSMC Submission		
	• DSMC Approval		
	IRB Submission		
	• IRB Approval		
	IRB Approval Submitted to CTO		
<b>Contract Execution</b>			
	Contract Signature		
<b>Study Initiation</b>			
	PRS Account		
	ClinicalTrials.gov Registration		
	Site Initiation Visit		
	Systems Set Up (ARC, Data Collection, Payment Invoicing, Core Services)		
<b>Recruitment</b>			
	Columbia's RecruitMe Website Posting		
	HICCC Clinical Trials Website Posting		

Key:

PI