

## Study Start-Up Checklist

Study Title:  
PI:  
Sponsor:

Study Details:	
Study type:	Investigator-Initiated
Departments:	Radiation Oncology only
SOC:	Standard of Care

Completed	Task	Date Completed	Comments
<b>Approval Process</b>			
	Research Proposal: Study Request Survey		
	• Protocol & Budget Allocation Outline		
	Attend RadOnc 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>			
	Contract (from Sponsor)		
	Consult with BERD		
	• Protocol		
	Consult with CPDM		
	• Budget		
	Informed Consent Form		
<b>Submission Process</b>			
	CTO Submission		
	• CTO 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