

Study Start-Up Checklist

Study Title:

PI:

Study Details:

Study type:	NCI/Cooperative Group
Departments:	Multidisciplinary
SOC:	Standard of Care

Completed	Task	Date Completed	Comments	
Approval Process				
	Research Proposal: Study Request Survey			
	Attend RadOnc Clinical Trials Committee Meeting			
	• Approved by Radiation Oncology			
	Attend Multidisciplinary Disease Team Meeting			
	• Approved by Multidisciplinary Disease Team			
Management Decision (select one below)				
CPDM				
Study Design Planning				
	Cost Estimate Forms (other CUIMC departments)			
	Informed Consent Form			
Submission Process				
	Fiscal Support Submission			
	• Fiscal Support Approval			
	PRMC Feasibility Submission			
	• PRMC Approval			
	Central IRB Submission			
	• Central IRB Approval			
	CUIMC IRB Submission			
	• CUIMC IRB Approval			
Study Initiation				
	PRS Account			
	ClinicalTrials.gov Registration			
	Site Initiation Visit			
	Systems Set Up (ARC, Data Collection, Payment Invoicing, Core Services)			
Recruitment				
	Columbia's RecruitMe Website Posting			
	HICCC Clinical Trials Website Posting			

Key: PI