Checklist for Research in Primary Care

Name of study:

Name of Chief Investigator:

Who is responsible for the study conduct overall?

Name of Principal Investigator:

Who is responsible for the study conduct at your site?

Name(s) of staff at practice involved in the study:

Practice staff who will be involved need to have research CVs stored in the study site file

Start Date:

End Date:

Please tick when seen and authorised:

☐ HRA Approval Letter

Ensure this is the approval letter, rather than the initial assessment letter

☐ REC Favourable Opinion Letter **(if required)**

This is required for any studies involving patients

☐ R&D email advisory on Capability and Capacity

This indicates that the R&D team have had sight of the local documents

☐ Letter(s) of Access

There should be one letter of access for each individual who is accessing your site to undertake research activity

☐ Local information pack, containing:

NB this replaces the Statement of Activities from 5th June 2019

- Covering email
- Organisation information document
- Schedule of Events or Schedule of Events Cost Attribution Template
- Delegation log (may be finalised at the site initiation visit)
- Supporting documents to be used in the study

Sites will each need to negotiate and finalise/localise the organisation information document in discussion with the Sponsor.

☐ Site agreement

This should be either the local information pack or a model agreement

Where there has been a change/update to the study:

☐ HRA Amendment Approval Letter/Acknowledgement

All amendments should be notified to sites during the study