This checklist is not required to be submitted to DCP but can be used as guidance for completing requirements to open a study. Information for the first site that will be activated is on the first page. Tracking of additional site approvals is on the next page.

Study Name:

Study Number: ULACNet-

Lead Academic Organization (LAO):       Contact PI:

Affiliate Organization (AO) Name:       Site Code:

AO Principal Investigator:

Regulatory Approvals

DCP Clinical Trials Oversight Committee (CTOC) approval Date:       Protocol Version:

Lead Academic Organization (LAO) IRB approval Date:       Protocol Version:

Affiliate Organization (AO) IRB approval Date:       Protocol Version:

In-country regulatory authority endorsement (if applicable) Date:

Comments:

Study Initiation Meeting

Date:

Comments:

RCR and DTLs

All persons performing study tasks are appropriately registered in [RCR](https://ctep.cancer.gov/investigatorresources/default.htm) and listed in the signed Delegation of Tasks Logs for accruing AOs

Comments:

Study Drugs or Equipment

Study agent is at the site pharmacy

OR

Equipment and supplies for screening and diagnostic evaluations necessary for the primary study objective

are available at the site

General Comments

Completed by Name:       Date:

Additional Site Approvals

Site Name:       Country:

Affiliate Organization (AO) IRB approval Date:       Version approved:

AO Principal Investigator:

In-country regulatory authority endorsement Date:

RCR and DTL completed

Study Drugs and/or Equipment on site

Comments:

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Site Name:       Country:

Affiliate Organization (AO) IRB approval Date:       Version approved:

AO Principal Investigator:

In-country regulatory authority endorsement Date:

RCR and DTL completed

Study Drugs and/or Equipment on site

Comments:

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Site Name:       Country:

Affiliate Organization (AO) IRB approval Date:       Version approved:

AO Principal Investigator:

In-country regulatory authority endorsement Date:

RCR and DTL completed

Study Drugs and/or Equipment on site

Comments:

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Site Name:       Country:

Affiliate Organization (AO) IRB approval Date:       Version approved:

AO Principal Investigator:

In-country regulatory authority endorsement Date:

RCR and DTL completed

Study Drugs and/or Equipment on site

Comments: