**SBNC Protocol Checklist 4-10-17**

**Protocol Start-up Checklist**

* Prior to study start meet with staff again to discuss logistics of study and finalize pricing agreement
* Provide copy of IRB approval.
* Provide copy of Notice of Grant Award.
* Receive approval from Scientific Advisory Committee.
* Complete SBNC Protocol Start-up form
* Submit doctor’s orders & data processing orders and attend orders review meeting.
* Finalize and resubmit orders.
* Perform a dry run when needed.
* Attend follow up meeting after completing first 2-3 subjects when needed.
* Complete Data Processing Orders

**Modifications:**

Please note that in the event of a modification that changes the scope of the original SBNC protocol (i.e. number of participants, number of study visits, number and type of procedures, type of data requested etc.), a change request for will need to be completed and sent to Christina Nicassio prior to implementing these changes at the SBNC. Certain changes in scope may have an impact on the original agreed upon scope and budget and thus will require further review and approval from all parties.

**Close-out:**

A study close-out meeting should be scheduled within two weeks of completing the final study visit on SBNC premises. The purpose of this meeting is to finalize any study procedures and to review any outstanding data questions/issues in addition to ensuring that protocol study materials are retrieved from SBNC storage and freezer space. A final debriefing that includes a “lessons learned” from the protocol will also be addressed.