UTOPIAN Clinical Research Group
RESEARCH TOOLS AND RESOURCES

PI RESPONSIBILITIES CHECKLIST
☐ Include Site Investigator (SI) as member of study team
☐ Include SI on grant(s), which may involve adding the SI to existing grants. For CIHR, see here
☐ Include SI in discussions around study design, analysis and interpretation of results
☐ Invite SI to be co-author on paper(s)
☐ Identify study resources available to site investigators, including staff and documents
☐ Reach out and visit site and meet with staff – e.g., sponsor introductory lunch

SITE INVESTIGATOR RESPONSIBILITIES CHECKLIST
☐ Confirm the study is relevant and applicable to primary care, and meets the policies of the DFCM (e.g., relationship to industry)
☐ Champion the study at the site, including approaching site leadership and colleagues to confirm involvement
☐ Manage REB at site if applicable, with the support of the PI and study staff
☐ Manage Research Contracts at site if applicable, with the support of the PI and study staff
☐ Manage Cost Centres/financial details at site if applicable, with the support of the PI and study staff
☐ Advertise study to participants and support recruitment (e.g., posters, emails, use of EMR to identify potential participants)
☐ Contribute to interpretation of results
☐ Contribute to editing paper, meeting criteria ICMJE criteria for authorship