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