

# Protocol

Original Protocol

Amendment

Amendment

Amendment

Amendment



# Curriculum Vitae's

PI

Co-PI

Co-PI

Co-PI

Sub-I

Sub-I

Sub-I

Coordinator



Maine Medical Center



# Licensure

PI

Co-PI

Co-PI

Co-PI

Sub-I

Sub-I

Sub-I

Coordinator



# Study Logs

Screening/ Enrollment Log

Staff Signature Log

Delegation of Responsibility Log

Monitoring Visit Log

Adverse Event Log

Protocol Deviation Unanticipated  
Problem or Event Log

Other



# IRB

Copies of signed dated submissions

Initial Application

Continuing Reviews

Submission of New Information

Correspondence received from the  
IRB



Maine Medical Center



# Consent Forms

IRB approved ICF version

Version

Version

Version

Foreign language  
ICF materials



Investigator Brochure

Device Manual

Package Insert



# Laboratory Documents

Lab Certification

Lab Directors CV

Laboratory Handling Instructions

Normal Lab reference values





# Drug / Device

Drug/Device shipment and receipt records

Device Accountability Log

Drug Accountability Log



# Data Collection

Blank set of case report forms

Instructions-completion of case report forms

Source data collection sheets

Study questionnaires

Diaries

Data collection tools



# FDA

1571

1572

Initial IND Application

Investigator Agreement

Amendments to the application

Adverse Event Reports submitted to  
FDA

Annual Progress Reports

Form 3674 certification of registration  
to ClinicalTrials.gov

Financial Disclosure Form

FDA form 3455



# NIH

Copy of the NIH grant application

NIH Progress Report

NIH Progress Report

NIH Progress Report



# Sponsor Correspondence

Correspondence to and from the  
sponsor



# Data Safety Monitoring Board (DSMB)

DSMB reports

Auditing reports



Maine Medical Center



# Training

CITI Human Subjects training certification

Subjects training

Study Training Log

Training Documentation

Training Certifications for all additional required training