

**OVERSIGHT**

- Obtain sponsor approval of protocol
- Set-up oversight committees stated in QA Plan
- Study or Trial Steering Committee (TSC)
- Endpoint assessment/adjudication committees
- Protocol Review Committee

**GOVERNANCE**

- Characterise study and identify regulations
- Identify source of funding

- Identify sponsor and funder
- Identify source of funding
- Identify insurance required
- Budget planning
- Secure funding
- Electronic TMF or SMF
- The Trial or Study Master File
- Assemble essential documents in Study Master File or Trial Master File (TMF)
- Other essential documents
- Undertake peer review

- Budget planning
- Study initiation visit
- Obtain sponsor approval of protocol
- Prepare regulatory and ethics approval submissions
- Register clinical trial or research study
- Undertake peer review
- Drafting a clinical trial or study agreement (CTA)
- Drafting contracts or agreements
- Other agreements and contracts that may be needed in health research
- Organise appropriate legal cover
- Electronic TMF or SMF
- The Trial or Study Master File
- Assemble essential documents in Study Master File or Trial Master File (TMF)
- Other essential documents

- Study close out and site closure

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**OPERATIONS**

- Consider study design
- Define study endpoints and outcome measures
- Define study population, sample size and study statistics

- Consider data management requirements
- Data management plan
- Risk assessment
- Risk management
- Develop quality assurance
- Develop clinical trial management system
- Develop questionnaires or topic guides
- Consider study design
- Define study endpoints and outcome measures
- Define study population, sample size and study statistics

- Data management plan
- Risk assessment
- Risk management
- Develop clinical trial management system
- Consider data management requirements
- Study implementation
- Audit trails and monitoring
- Data archiving
- Design and edit checks
- Establishing a Data Safety and Monitoring Board (DSMB)
- Safety reporting
- Set-up Clinical Data Management System (CDMS)
- Security access controls
- System and database validation
- The Data Safety and Monitoring Board (DSMB)

- Prepare your data for analysis
- Explore and analyse your data

- Translating research to practise
- Write up and publish your findings

**PROTOCOL**

- Developing a research question
- Conduct literature review
- Developing the clinical research study protocol

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- Developing the clinical research study protocol
- Patient and community engagement
- Finalise the protocol

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- Finalise the protocol
- Finalise intervention and laboratory requirements, supply and logistics

**INTERVENTION**

- Defining the intervention, exposure and comparator

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- Intervention and lab organisation
- Procurement, supply logistics
- Develop a pharmacovigilance plan

- Intervention and lab organisation
- Procurement, supply logistics