

Subject: Research Planning Meetings	No. 957-0040	Page: 1 of 1
Author: Research Compliance Committee, Research Integrity Office	Effective Date: 03/01	Revised Date: 09/08

Purpose: To assist Investigators and Study team in identifying the resources available for the conduct of the study, cost associated with the involved procedures, completing the billing compliance table correctly and to ensure it is in agreement with informed consent form and clinical trial agreement.

Policy Statement: Principal Investigator or study team may invite a representative from RIO for assistance during the initial planning for the conduct of a clinical protocol. All communication regarding clinical trial planning meetings will be initiated and coordinated by the Principal Investigator or the Research Study Coordinator in a timely manner to all study staff involved in the study.

Departments Affected: Principal Investigator, Research Study Coordinator, Affected Departments

GUIDELINES:

- The Principal Investigator along with the regulatory and clinical personnel involved in the study team must be present in this planning meeting.
- The RIO representative can confirm the availability of resources, procedures or tests and the cost involved for conducting clinical study.
- If special arrangement is required for a complicated procedure, a representative from that department should be invited to the meeting.
- Note RIO is only facilitating the Investigator and the study team in the initial study planning and should not be considered as review or approval from this office. For obtaining approval please refer to the process.