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| **Study Stage:** Start-up through Termination |



**Purpose:** This template ensures that necessary staff and others can be contacted when needed. Use it to create a record of contact information for research team members and other parties that are involved in the study.

**Useful to:** Principal Investigators, Study Coordinators, Monitors, MCRU (if applicable), Project Managers

**Instructions:**

* Update the template below to include contact information for study team members and other key parties, for the study team’s reference
* Add rows to the list to include contact information not already listed on the template that may be important for your study such as, coordinating sites, laboratories, clinic contacts, statisticians
* Pages may be added to the template as needed

**Best Practice Recommendations:**

* If a Sponsor provides a contact template, complete as instructed. Otherwise, gather a list of contact information from all parties involved in the specific study and store the log in a place that is accessible to research team members.
* Review the contacts listed periodically to ensure that it is up to date

**Reference(s):**

n/a

**Template History**

**Last Updated:** 6/07/2022

**Version:** 2.1

Please use this template as a reference for contact information of any personnel who is involved in the study activity.

All templates can be modified for your protocol

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| **Study Name:**  | **IRB HUM #:** |
| **Principal Investigator:**  |  |

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| --- | --- |
| **Role and Name** | **Contact Information\*** |
| **Principal Investigator (PI):** | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Co- Investigator (s):** | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Study Coordinators (s):** | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Data Manager:** | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Statistician:** | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **MCRU** *(if applicable)*: | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **MICHR** *(if applicable)*: | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Sponsor Information:**  | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **CRO** *(if applicable)*: | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Medical Monitor** (if applicable): | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **NIH** (Project Officer) (if applicable): | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Laboratory** (1, 2, 3, etc.): | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Research Pharmacy** *(if applicable):* | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **IRB (s):**  | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |
| **Other** *(as needed)*: | **Phone:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |
| **Pager:** |  |

\*Add fax number if needed