|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | |
| Site Principal Investigator Responsibility | | | | |
|  | | | | |
| Research Details | | | | |
| Research Title | |  | | |
| SSA reference number | | EFILE | | |
| Site Principal Investigator | |  | | |
| Other site contact person | |  | | |
| Sponsor / CRG details | |  | | |
| Paper based: Investigator Site Files/Clinical trial data | | | | |
| **Current storage location** | |  | | |
| Person responsible for preparing documents for archiving | |  | | |
| Date for transfer to iron mountain for archiving | |  | | |
| Date to be destroyed (disposal) | |  | | |
| Contact approval prior to destroying | |  | | |
| NT Health patient medical records or Not Applicable | | | | |
| Number of patients | | Research Archiving Notification Label attached to participants Medical Records | | Stipulate which year the research archival period ends |
|  | | Choose an item. | |  |
| Electronic: Database / Electronic Site Documents | | | | |
| Electronic data | | **File type** | Current file location | |
| Investigator site files | |  |  | |
| Raw data | |  |  | |
| Data coding | |  |  | |
| Analysed data | |  |  | |
| Data key | |  |  | |
| NT Health delegates authorised to access | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site Principal Investigator - Declaration | | | | |
|  | *I declare that all the information I have provide is accurate, that I am responsible for the oversight and maintenance of the research documentation. Upon ceasing employment with NT Health, if required, I will provide contact details to the research governance officer of a responsible replacement employee.* | | | |
| Site PI signature |  | | | |
| Organisation^ | Choose an item. | | Email/phone^ |  |
| Office use only | | | | |
| Date RGO Received Form | | Click or tap to enter a date. | | |
| Further information Email your completed form to nthealth.rgo@nt.gov.au | | | | |
| End of form | | | | |