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| --- | --- |
|  | 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  |       |       |

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| 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 informationEmail your completed form to nthealth.rgo@nt.gov.au |
| End of form |