

GENVASC minimum paper document set for site files in accordance with UoL Sponsor

17th March 2017

All documents can be printed out from the GENVASC Portal site file documents folder

Ring binder folders and dividers provided by core GENVASC team

- **Local Study contacts page:** Study Admin (number 2)
Please localise and file
- **Protocol:** Protocol SOPs, Work instructions and deviation from protocol log (number 1&1A)
- **Sponsor approval & agreements:** Approval documents (1, 2, 23 & 24)
- **Study Specific SOP & WI:** File note signposting to the Portal (number)
- **Practice Personnel & Training Log:** Practice Personnel Log, CV s' & Study Training (number 3)
To be completed and filed locally
- **CV's:** Practice Personnel Log, CV s' & Study Training (number 2)
CV's to be completed and filed locally
- **Training Certificates**
To be filed locally
- **Site initiation Checklist:** Study Admin (number 4)
To be completed and filed locally