Study Team Best Practices for Successful Start-Up

1. **Dedicated staff** coordinate study preparation and submission activities in close collaboration with PI/unit director
2. Study personnel are **identified, trained, credentialed and privileged** prior to study activation
3. Enrollment **feasibility** is assessed for each study
4. **Robust study design** is ensured by pre-review of science (e.g., with domain experts, biostatisticians)
5. Study documents are submitted to Clinical Trials Office and regulatory bodies (IRB, RSC, Hospital) **in parallel**
6. Submissions and applications are completed **thoroughly and accurately** using available resources
7. **Contingencies** are addressed right away
8. For industry-sponsored studies, **scheduling of Site Initiation Visit** begins before contract execution

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