**Template email to Sponsor prior to Site Selection Visit**

Dear XX,

Thank you for confirming the site selection visit for the INSERT TRIAL NAME.

Agenda as follows:

* 30 min with Principal Investigator INSERT – cover any PI requirements, inclusion/exclusion and schedule of events
* 30 min with INSERT Study Co-ordinator INSERT and Feasibility Coordinator INSERT – cover any site qualification or logistics questions

Please see attached the following facility documents to facilitate this visit:

* Profile – answers facilities questions
* EMR and EISF Qualification Form – specification on our EMR and electronic ISF
* Source Data and Essential Document Location Form
* ONC Health IT Certification – EMR validation certificate
* HREC Guidelines for Preparing PICFs – for ethics submission
* Informed consent process SOP
* Clinical trial training SOP
* Monitoring SOP

To confirm site participation we will require the following information. Please provide prior to SSV:

* Number of global sites
* Number of Australian sites
* Number of Victorian sites
* Global recruitment
* Australian recruitment allocation
* First patient first visit (FPFV)
* Last patient last visit (LPLV)
* Duration of recruitment
* Duration of treatment
* Duration of protocol
* Ethics committee
* Coordinating principal investigator and lead site
* Any upcoming amendments
* Availability of final protocol (if not yet provided)
* Availability Investigator brochures (IB)
* Availability of NHMRC customised Patient information and consent forms (PICF)
* Number of PICFs
* Availability of patient materials (Quality of Life surveys / diaries etc.)
* Availability of pharmacy manual
* Availability of lab manual
* Availability of insurance certificate
* Availability of HREC only and site indemnity
* Availability of budget and Clinical trials research agreement (CTRA)
* Is any trial equipment provided by sponsor?
* Vendors
* eCRF database
* Any specific infusion administration requirements
* Is a site tour required for this study
* Training requirement (will sponsor acknowledge site SOP?)
* Monitoring requirements (will sponsor acknowledge site SOP?)