|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HREC: XXXX** | **Study Name: XXXXX** | | **Protocol:   XXX-XXXX-XXX** | | | | | | **PI:** |
| **Site activation date** | **DD MMM YYYY** | | **Recruitment end date** | | | | | | **DD MMM YYYY** |
| **Recruitment target** |  | | **Expected Screen**  **failure rate** | | | | | |  |
| **Screened** |  | | **Enrolled/Active** | | | | | |  |
| **Discontinued/ET** |  | | **Completed** | | | | | |  |
| **Comment** |  | | | | | | | | |
| **Stage One Review – XXXX i.e. pre-activation** | | **Time period: XX/XXX/XXXX-XX/XXX/XXXX** | | | | | | | |
| **PI/Sub-I** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Site Study Team/Supporting Departments** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Patients/Family** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Sponsor/CRO/Vendors** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Stage one reviewed by** |  | | | | **Date** | | |  | |
| **Stage Two Review –XXX i.e. Early recruitment** | | **Time period: XX/XXX/XXXX-XX/XXX/XXXX** | | | | | | | |
| **PI/Sub-I** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Site Study Team/Supporting Departments** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Patients/Family** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Sponsor/CRO/Vendors** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Stage two reviewed by** |  | | | | **Date** |  | | | |
| **Stage Three Review – XXXX i.e. ongoing, mid-term, etc** | | **Time period: XX/XXX/XXXX-XX/XXX/XXXX** | | | | | | | |
| **PI/Sub-I** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Site Study Team/Supporting Departments** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Patients/Family** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Sponsor/CRO/Vendors** | * **Barriers:** * **Strategies:** | | | | | | | | |
| **Stage three reviewed by** |  | | | | **Date** |  | | | |
| **Stage Four Review – Final review/reflection** | | | | | | | | | |
| **Recruitment Target reached** | **YES  NO** | | | | | | | | |
| **The ‘Good’s** |  | | | | | | | | |
| **The ‘Not So Good’s** |  | | | | | | | | |
| **Other** |  | | | | | | | | |
| **Stage four reviewed by** |  | | | **Date** | | |  | | |