**OVERALL STRUCTURE OF**

**THE STUDY TEAM TEMPLATE**

SF424 (R&R) – Version F

Last revised 6/10/20

**Content Instructions**

* Provide a brief overview of the organizational/administrative structure and function of the study team, particularly the administrative sites, data coordinating sites, enrollment/participating sites, and any separate laboratory or testing centers. The attachment may include information on study team composition and key roles (e.g., medical monitor, data coordinating center), the governance of the study, and a description of how study decisions and progress are communicated and reported.
* Do not include study team members' individual professional experiences (i.e., biosketch information).

**Review Criteria and/or Questions to Consider**

* Is the study team description adequate? Is the governance plan sufficient?
* Is the plan to communicate study decisions and progress adequate?

**Suggested outline**

We have provided a suggested outline on the second page of this document. If you would like, you can enter your text directly below each subsection header. This document is already formatted appropriately (0.5 inch margins, Arial font, 11 point text). Just delete the first page and you are on your way to a complete draft!

**OVERALL STRUCTURE OF THE STUDY TEAM**

***Governance Plan:***

* *Consider including an* ***organizational chart***
* *Study team composition and roles*

***Study Site(s) Description:***

***Communication of Study Decisions and Progress:***