# Checklist for Starting a Study in SMART-TRIAL

## Documentation

“SOP for using SMART-TRIAL” for site personnel has been written. Use our [template](https://help.smart-trial.com/smart-trial-sop/manual-template) to ease the process.

Collaborator roles have been defined and documented. Use our [template](https://help.smart-trial.com/smart-trial-permissions-template), and store in the (e)TMF

A validation report has been created to document the validation process. Our template can be found [here](https://help.smart-trial.com/smart-trial-uat/validation-report-template).

Training log has been created to document site training. Find our template [here](https://help.smart-trial.com/smart-trial-training-log-template).

## User Acceptance Testing and Validation

Colleagues have tested the setup

External collaborators have tested the setup, such as clinical personnel or laypersons.

Setup has been validated

Forms have been validated

Process has been validated

Process Validation rules have been validated

Process Show rules have been validated

The relevant sites have been created.

Validation report has been written.

## Site Training

Site Training guidelines have been carefully read, can be found [here](https://help.smart-trial.com/smart-trial-training-guideline-for-sites-and-collaborators).

A test site or a test study has been created for site training.

Site personnel has been invited to the training study/training site.

Site personnel has been trained.

Training log has been signed by the relevant parties.

## Study Start

License code has been received from SMART-TRIAL. If not, please contact [support@smart-trial.com](mailto:support@smart-trial.com) or your Customer Success Manager.

Start the study by inputting the license code. Please see [here](https://help.smart-trial.com/start-study) for a guide.

Add the relevant collaborators/site personnel to the live study

Start your data collection