# 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 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