Study Team Checklist for Initial CRAO Review

- Have I entered the correct billing code designations on my billing calendar at the correct time points?
- Have I grouped send out labs as one entry and included supporting comments?
- Have I uploaded the MBECT Billing Calendar in Section 14-1.3 of eRRM?
- Have I reviewed the Informed Consent Form (ICF) and the Contract, when applicable, for Medicare Secondary Payer (MSP) trigger language?
- Have I removed the MSP trigger language from the ICF and request that the Office of Research and Sponsored Projects (ORSP) to remove language from the Contract?
- Have I uploaded the Informed Consent Form (ICF) in Section 10 of eRRM?
- Have I uploaded the contract and sponsor budget in eResearch Proposal Management (eRPM) or post correspondence in eRRM indicating that no Proposal Approval Form (PAF) has been started?
- Have I uploaded the Feasibility Budget into section 2.7 of eResearch Regulatory Management (eRRM) or included it in the study’s PAF (eRPM)?
- Have I uploaded the Protocol in Section 5 of eRRM?
Study Team Checklist Post CRAO & IRB Approval

- Have I entered subject enrollment using MBECT?
- Have I reviewed the monthly charge reconciliation report from Revenue Cycle staff in a timely manner?
- Have I added the FDA mandated language to my consent before the March 2012 deadline?
- Have I completed the Scheduled Continued Review (SCR) timely to prevent lapses in approval?
- Have I reported ORIOs/Adverse Events(AE)/Protocol deviations to the IRB timely?
- Have I submitted amendments to the IRB (eRRM) timely?
- Have I done one of the following if the billing calendar is affected by the amendment:
  - Have I made the appropriate changes to the billing calendar in the spreadsheet format (excel) for studies approved prior to June 18, 2011?
  - Have I made the appropriate changes to the billing calendar in MBECT?
- Have I uploaded the revised billing calendar in Section 14-1.3 of eRRM?