

METRC Policy & Procedure Manual

Title: Provisional Certification Assessment Email Template

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General Description & Purpose: This is the template the MCC Study Team uses to communicate its assessment of a provisionally certified site's initial cases.

Instructions: When appropriate, a member of the MCC Study Team uses this email template to communicate its assessment of a provisionally certified site's cases enrolled during the provisional certification period. The sections of the template noted in red should be updated to reflect the name of the institution, individual, or study, as necessary.

The MCC Study Team may decide to itemize issues and questions from the corresponding monitoring report in the body of the email. Or, it may choose to attach the monitoring report to the email.

Distribution List:

- To → PI of the provisionally certified site
- CC → All other clinical site study team members who were provisionally certified, the Overall PI of the study, all members of the MCC Study Team including the MCC PI, the MCC REDCap User Administrator

Subject Line: Assessment of Initial Cases Enrolled in the <<Study Acronym/Short Name>> Study

Email Body:

Dear <<PI Name>>,

We have completed our thorough review and assessment of your initial cases enrolled into the <<Study Acronym/Short Name>> Study. The study IDs of the cases reviewed are: <<Study ID>>, (note all study IDs reviewed).

All issues identified or questions for your team are <<itemized below or attached>>. When you are ready to do so, please reply all to this message and provide a response to each of these issues or questions.

We look forward to hearing from you and to continuing to collaborate with you on this study. Please let us know if you have any questions as you proceed with addressing the items raised during this important quality assurance activity.

Thank you,

<<MCC Study Team Member Name>>

<< MCC Study Team Member Standard Signature Block>>