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|  | **N/A** | **In Progress** | **Complete** | **Date Completed** |
| Risk Assessment / Sponsor review | ☐ | ☐ | ☐ |  |
| Risk Mitigation Approved | ☐ | ☐ | ☐ |  |
| Finance Approval received | ☐ | ☐ | ☐ |  |
| IT Services Approval received (where relevant) | ☐ | ☐ | ☐ |  |
| Monitoring Plan Amended (where relevant) | ☐ | ☐ | ☐ |  |
| MHRA Approval Received (where relevant) | ☐ | ☐ | ☐ |  |
| Ethics Favourable Opinion Received | ☐ | ☐ | ☐ |  |
| R&I Authorisation Received (first site) | ☐ | ☐ | ☐ |  |
| HRA Approval received (where relevant) | ☐ | ☐ | ☐ |  |
| 3rd Party Contracts Fully Executed | ☐ | ☐ | ☐ |  |
| Documents added to Trial Master File | ☐ | ☐ | ☐ |  |
| Pharmacy Green Light received (where relevant) | ☐ | ☐ | ☐ |  |
| Sponsor Green Light email sent (date) |  | | | |