**Self-study is permitted. By signing the bottom of this record, you are indicating that you reviewed and understood the contents of the associated SOP.**

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| --- | --- | --- | --- |
| **SOP#**  **version** | **Read**  **(X)** | **SOP Title** | **N2 SOP**  **Effective Date** |
| 001\_10 |  | Standard Operating Procedure (SOP) Administrative  Management by Network of Networks | 31-May-2023 |
| 002\_10 |  | Research Team Roles and Responsibilities | 31-May-2023 |
| 003\_10 |  | Research Team Training | 31-May-2023 |
| 004\_10 |  | Clinical Research Protocol Feasibility and Site Selection | 31-May-2023 |
| 005\_10 |  | Study Initiation/Activation | 31-May-2023 |
| 006\_10 |  | Informed Consent Forms | 31-May-2023 |
| 007\_10 |  | Research Ethics Board: Submissions and Ongoing Communication | 31-May-2023 |
| 008\_10 |  | Informed Consent Process | 31-May-2023 |
| 009\_10 |  | Participant Recruitment and Screening | 31-May-2023 |
| 010\_10 |  | Management of Investigational Products | 31-May-2023 |
| 011\_10 |  | Management of Biological Specimens | 31-May-2023 |
| 012\_10 |  | Adverse Event/Drug Reaction Documentation, Assessment and Reporting | 31-May-2023 |
| 013\_10 |  | Study Monitoring and Communication | 31-May-2023 |
| 014\_10 |  | Clinical Data Management | 31-May-2023 |
| 015\_10 |  | Investigator Study Files and Essential Documents | 31-May-2023 |
| 016\_10 |  | Study Close-Out | 31-May-2023 |
| 017\_10 |  | Audits and Inspections | 31-May-2023 |
| 018\_10 |  | Clinical Trial Application (Drugs) | 31-May-2023 |
| 019\_10 |  | Confidentiality and Privacy | 15-May-2023 |
| 023\_06 |  | Clinical Trial Application (Natural Health Products) | 31-May-2023 |
| 024\_06 |  | Investigational Testing Authorization (ITA) for Medical Devices (non-IVDD) and Clinical Site Obligations | 31-May-2023 |
| 025\_06 |  | Equipment Calibration and Maintenance | 31-May-2023 |

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| **SOP#**  **version** | **Read**  **(X)** | **SOP** | **N2 SOP**  **Effective Date** |
| 100\_08 |  | CRF Design | 31-May-2023 |
| 101\_08 |  | Study Analysis and Reporting | 31-May-2023 |
| 102\_08 |  | Protocol Development | 31-May-2023 |
| 103\_07 |  | Data Management Plan | 31-May-2023 |
| 104\_07 |  | Database Set-up | 31-May-2023 |
| 105\_07 |  | Database Maintenance and Management | 31-May-2023 |
| 106\_07 |  | File Transfer | 31-May-2023 |
| 107\_07 |  | Database Lock and Archiving | 31-May-2023 |
| 108\_07 |  | System Set-up, Maintenance and Security  *OHRI Addendum to N2 108* | 31-May-2023 |
| 109\_07 |  | System Backup and Recovery Planning | 31-May-2023 |

Trainee Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_