

ALZ-NET Start-up Guidance for Participating Sites

Instructions: Participating sites who are affiliated with a multi-site care network should consider the following factors related to start-up activities. Review the options below and decide how your site will handle each start-up activity.

Example Scenario	1 PI, for all locations affiliated with the institution		OR	Multiple PIs, one PI for each location of the institution		
Contract	1 contract with overarching business entity, each site and PI named; new sites added via amendment	OR	Multiple contract agreements (one per location), PI named in each one.	1 contract with overarching business entity, each site, PI named; new sites need amendment	OR	Multiple contract agreements (one per location), different PI named in each.
Regulatory	1 IRB submission, naming all sites and 1 PI. New sites added will require an ICF amendment.			Multiple IRB submissions – 1 per PI (location). Each site will have a specific ICF and regulatory activity.		
Registration/ Data Entry	1 site registration, site ID and data entry under institution name	OR	Separate site registrations, site IDs, and data entry for each location	Separate site registrations, site IDs, and data entry for each location		
Start-up Funding	Start-up funding for each site ID (location) registered					
Payment	Same bank account for all sites	OR	Separate bank accounts for each site ID	Same bank account for all sites	OR	Separate bank accounts for each site ID

PI=Principal Investigator; IRB=Institutional Review Board; ICF=Informed Consent Form

*Sites with different staff teams completing data entry are recommended to register as separate sites.