**SUBJECT: GREEN FOR GO EMAIL – INSERT STUDY ACRONYM**

Dear ***INSERT NAME OF PI***

|  |  |
| --- | --- |
| **Study Title:** | ***INSERT FULL STUDY TITLE*** |
| **Sponsor R&I Reference:** | ***INSERT SPONSOR R&I REFERENCE*** |
| **Chief Investigator:** | ***INSERT CI NAME*** |
|  |  |
| **Local Principal Investigator:** | ***INSERT PI NAME*** |
| **Site Name/Number:** | ***INSERT SITE NAME/NUMBER*** |

Many thanks to you and your team for preparing to open the (insert study acronym) study at your site. We can now confirm that all arrangements are in place for your site to open and begin recruitment.

**YOUR SITE IS NOW INITIATED AND YOU MAY START RECRUITMENT AND TRIAL ACTIVITIES.**

**Please regard this e-mail as your official confirmation of** **"Green For Go" at your site.**

I would be grateful if you could also complete the following actions:

* **PI** – **please acknowledge receipt of this email by replying directly to the Project Manager.**
* **Site Staff** – file a copy of this email in the PI study site file – Section 2: Study Correspondence
* **Site Staff** – file a copy of your local approval letter/confirmation of capability and capacity in the PI study site file – Section 5: R&I Sponsor
* **PI/Site Staff** – Please ensure you have all the relevant, ethically approved study paperwork to begin the trial. If you have any queries on any of the documentation available in your site file, please do not hesitate to contact me.

**Please Note:**

* The IMP (state IMP) has been released to site. This will take up to 5 working days to arrive on site. Please consider this. **Please ask local pharmacy staff to confirm when IMP has arrived on site.** (*only applicable to CTIMP – delete if not needed)*
* User Access to the study eCRF will now be granted to those delegated site staff that have completed the relevant eCRF training. Each user will receive an email providing their unique login details. The live system can be found here, (insert eCRF web address) and if there are any issues with access, the support team can be contacted on (insert study support email address)

We would like to take this opportunity to thank you all for your hard work so far, and we wish you every success with the study!

If you have any other queries, Please do not hesitate to get in touch with either myself or (insert CI name)

Kind Regards

***INSERT NAME OF PROJECT MANAGER***