



How to sign up as an Associate PI

1. Google “Associate PI scheme NIHR” or follow this [link](#)
2. Click on Associate PI (API) [registration form](#)
3. Things you will need to provide:
 - a. Your details
 - b. The name and email address of the PI in your hospital
 - c. Your hospital address
4. Additional information needed:
 - a. Study name: CRAFFT: Children’s Radius Acute Fracture Fixation Trial: A multi-centre prospective randomized non-inferiority trial of surgical reduction versus non-surgical casting for displaced distal radius fractures in children.
 - b. CPMS ID: 44878
 - c. Clinical Trials Unit: Oxford Clinical Trials Research Unit (OCTRU)
 - d. Study Manager: Louise Spoons
 - e. Email: crafft@ndorms.ox.ac.uk
5. Enter the dates of your current placement
6. Once you receive email confirmation of your API status you are good to go!
7. Complete the API checklist during your 6-month rotation as a record of your activities. The PI should sign this [form](#) and return it by the end of your rotation.

Other Links

1. NIHR Online learning gateway – register to create a free account. <https://learn.nihr.ac.uk>
2. You need to have a valid certificate of GCP within the last 3 years. Free online GCP NIHR training is available.
3. Optional granule course - This course is designed to assist trainees with the practical skills needed to recruit patients into randomised surgical trials. It can be found under courses and communities > health research innovations > future of health e learning > granule



Associate Principal Investigator Guide to setting up CRAFT at your site:

1. Read the study documents (synopsis and protocol) which are available at <https://craft.octru.ox.ac.uk>
2. Recruit PI – any consultant that is interested.
3. Establish department buy-in. If required, raise the trial at a departmental meeting.
4. Determine research support available at your site. If unsure, call “research nurses” via switchboard.
5. Find your local Clinical Research Network Manager at the [NIHR website](#)
Contact the research manager for “Division 6”, which includes surgery.
They can sign-post you to everyone you need in your hospital.
6. Contact craft@ndorms.ox.ac.uk to request Site Feasibility Questionnaire (SFQ)
7. Complete SFQ. You will need the following information:
 - a. Research and Development contact (via switch board or via CRN manager)
 - b. Main contact – usually a research nurse
 - c. Contact for clinical coding (as per point 7a)
 - d. Anticipated recruitment rates.
8. Schedule/ attend Site Initiation Visit with PI and CRAFT trial team
9. Agree with local research team how and where patients will be screened/recruited (documented on REDCap) and where the electronic Investigator Site File (eISF) will be kept on your local intranet/ network computers.
10. Liaise with contracts department to facilitate localising and signing of site agreement
11. Liaise with R&D department to facilitate issuing confirmation of Capability & Capacity to conduct study (R&D approval)

All of the activity above will count towards your PubMed authorship points and the NIHR associate PI scheme