How to sign up as an associate PI

1. Google "Associate PI scheme NIHR" or click on this link

2. Click on Associate PI registration form

3. Things you need to know

   a. Your details

   b. The details (name and email) of the PI in your hospital

   c. Your hospital address

4. Additional information needed:

   a. Study name: In younger adults with unstable ankle fractures treated with close contact casting, is ankle function not worse than those treated with surgical intervention? The Fractured Ankle Management Evaluation (FAME) Trial.

   b. CPMS ID: 42891

   c. Clinical Trials Unit: Oxford Clinical Trials Research Unit

   d. Study Manager: Susan Wagland

   e. Email: fame@ndorms.ox.ac.uk

5. Enter the dates of your current placement

6. Once you receive email confirmation of your PI status you are good to go!

7. Complete the associate PI checklist during your 6 month rotation as a record of your activities. PI to 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 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 (aPI) Guide to setting up SCIENCE at your site:

1. Read study documents (Synopsis and Protocol) which are available at https://science.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 sciencekids@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 SCIENCE 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