Documents that can be found within a PIC site file.

1. Original HRA approval Letter

2. HRA approved study protocol (current version).

3. IRAS form which includes details of all relevant PIC sites and PIC activities (this can be found on QA73 on the IRAS form)

4. HRA approved Organisation Information document.

5. Schedule of Events Cost Attribution Tool (SoECAT) for PIC site activity (if non-commercial)

6. Industry Costing Template or other written documentation providing costs (if Commercial)

7. Current HRA approved Patient Information Leaflet

8. Any related documentation such as posters or Invitation Letters that would be used by the research team during PIC activity.

9. Delegation log

10. Site agreement for PIC activity if not included within the Organisation Information Document

11. HRA Approval for addition of the Trust as a PIC site.

    Note: HRA Approval for the site is not required if the site is only required to display leaflets or posters

12. If not clear from the above a written summary of the PIC activities.