



PROTEUS WORKING INSTRUCTION COL-069 WIO03

Title	Uploading study documents for Sponsor review
WI ID	COL-069 WIO03
Version	2.0
Date	20 October 2021

1. The PROTEUS study has a secure Dropbox file for each site for uploading documents for sponsor review.
2. A member of the PROTEUS team will give you access to this. Please contact the proteus team if you do not have access once you begin to recruit.
3. Please add the below items to the Dropbox folder at the start of the trial:
 - CVs and GCP certificates for site personnel
 - Contracts with third parties
 - Completed conflict of interest form for PI
4. Please add the below items to the Dropbox folder on a **weekly basis**:
 - Screening Log
5. Please add the below items to the Dropbox folder on a when they occur basis:
 - Completed Device deficiency reports
 - Completed protocol deviation reports
 - Updated delegation log