

ALZ-NET Site Activation Checklist

This resource should be used as a general checklist to guide participating sites on what access and training is required before becoming a fully activated ALZ-NET site. Please contact alz-net@acr.org with any questions regarding the materials, trainings, or processes listed

	Task	Location of Guidance Resources
<input type="checkbox"/>	Site Registration and Feasibility Survey via RedCap	Occurs before formal invitation to participate in ALZ-NET. Surveys can be found on the ALZ-NET website
<input type="checkbox"/>	Staff Registration Survey via RedCap	
<input type="checkbox"/>	Site Electronic Funds Transfer (EFT) Form and W-9	Submission instructions can be found on the ALZ-NET website
<input type="checkbox"/>	Human Subjects Research (HSP) Training (e.g. CITI) for all staff consenting and/or registering participants	HSP Certificate is required to be uploaded during RMS User Registration
<u>Essential ALZ-NET Documents</u>		
<input type="checkbox"/>	Full execution of ALZ-NET Research Agreement	Agreement template sent via initial welcome packet email. Send correspondence to alznet-contracts@acr.org
<input type="checkbox"/>	IRB Approval via Advarra IRB	ICF template and submission guidance sent via initial welcome packet email. Send correspondence to alznet-regulatory@acr.org
<input type="checkbox"/>	Protocol Training Acknowledgement Form	ALZ-NET Protocol sent via initial welcome packet email. Protocol Acknowledgment Forms are on ALZ-NET website
<u>Clinical Data Operations</u>		
<input type="checkbox"/>	ACR Okta Account Set Up	Guidance found via RMS Training slide deck
<input type="checkbox"/>	Research Management System (RMS) User Registration	
<input type="checkbox"/>	Medidata Rave User Access	Guidance found via Medidata Rave Training slide deck
<u>Imaging Data Operations</u>		
<input type="checkbox"/>	ACR TRIAD Installation	Installation instructions are on the ALZ-NET Website . Contact triad-support@acr.org for assistance.
<input type="checkbox"/>	ACR TRIAD Training	Brain Imaging Submission instructions are on the ALZ-NET website

All training resources are also hosted on the [ALZ-NET website](#)