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 Spoors
    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 CRAFFT at your site:

1. Read the study documents (synopsis and protocol) which are available at https://crafft.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 crafft@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 CRAFFT 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