**List of important steps when initiating a new project:**

Group 1

Develop Budget and obtain approval

Generate and process subaward

Procurement of study items

Participant reimbursement/transport fees (petty cash)

Budget monitoring

Effort Tracking/ study team salary payments

IRB/REC Approval

Regulatory Authority

RCR/GCP training for all staff

Material Transfer Agreement

Develop protocol

Develop Data Management/Analysis Plan

Protocol training

Identify aims/activities/resources for implementation

Develop study schedule

Identify when reports are due and what is required (technical/financial)

Hire study coordinator (recruitment)/ training

Start-up meeting

Site assessment/initiation visit

Study recruitment plan and start up

Monitoring of study milestones (recruitment/retention/LTFU rate)

Study marketing (radio program, flyers, clinic recruitment, community mobilization)

Engage with CAB

Develop regulatory binder/electronic files- contains protocol, instruments, REC approval and amendments