# **Trial Management Group Remit**

**Study Title:**

**Chief Investigator:**

**Study Sponsor:**

**Sponsor Reference:**

TMG Members:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Institution | Contact Details |
| (Chair) | CI |  |  |
|  | Trial Statistician |  |  |
| *Add more rows as applicable* | | | |

TMG Role:

For this study the TMG will:

* Oversee the day to day running of the trial, ensuring that the trial is running to timelines and budget
* Ensure all trial procedures are adhered to at sites
* Ensure all trial management activities are adhered to at the coordinating centre (including, but not limited to: documentation, monitoring, data management, statistical analysis etc)
* Insert any study specific roles

TMG Meetings:

The TMG will meet every <<insert>> months at a minimum.

The TMG may be convened in the event of any safety concerns raised by the trial.

TMG Meetings will be by teleconference of face-to-face.

The following information will be provided in advance of each TMG Meeting:

* Participating sites update (in set-up, open, closed)
* Recruitment update (screened, enrolled, withdrawn, completed, deaths)
* Safety (SAE and SUSAR line listings)
* Updates from TSC and DMC Meetings
* Annual reports (MHRA, REC, Study Funders)
* Data (quality, missing data) and study database
* Upcoming analyses
* Monitoring (as per monitoring plan, issues)
* Study documentation (amendments)
* IMP changes/updates (updates from supplier)
* Funding (status, updates)
* Study concerns Ie resources
* Insert any other study specific updates that will be provided

TMG Meetings will be documented by the XXX.