

## Monitoring: After the Visit Tip Sheet



Monitor: "I'm done with this visit. Here is the monitoring report."

You: "Now what do I do?"

1

Review the report for anything that was present but was either missed by the monitor or if is inaccurate on the report.

- If something was missed during the visit, talk to the monitor and identify where it was located during the visit. You may be able to send the missing document to the monitor and have the finding removed from the report.
- If something is listed that is inaccurate, talk to the monitor about it and why you believe it is inaccurate.

2

Address and resolve the findings as soon as possible. If you don't know how to address a finding, contact your monitor or us at [indide@vcu.edu](mailto:indide@vcu.edu) for help. Potential ways to address findings may include:

- Filing missing documentation
- Reporting to the IRB
- Writing a note to file

3

As applicable and as required, have the principal investigator (PI) sign and date the report to demonstrate PI oversight and review.

4

If this is recurring monitoring, schedule the next visit and prepare for it in advanced.

Additional questions? Contact us at [indide@vcu.edu](mailto:indide@vcu.edu). We are here to help!