**[Insert Study Name]**

**Calendar of Activities**



[Right Click and select “Change Picture to insert your study logo]

**What is the Purpose of this Document?**

This is a calendar that provides you with an overview of the activities involved in each visit of the [Insert Study Name] study. Please use this calendar as a guide for your participation in this study. As always, our study team is here to answer any questions. Please contact [Insert Name] at [Phone/Email] with any questions or concerns.

**What to Expect in this Study?** [Use this section to provide study participants with a holistic picture of the study activities]

* [How many study visits?]
* [What is the study duration?]
* [Include information on the interventions and/or procedures and the frequency/cadence]
* [Set expectations around communication between the participant and the study team]
* [Note any participant resources such as transportation, travel reimbursement, stipend, etc.]

**Study Structure and Timeline**

Below is a timeline outlining the stages of study participation and a description of what expect at each stage. [If the study involves many site visits and/or procedures, it is useful to breakdown the protocol into a series of stages (e.g. screening period, interventional/observational period, post-treatment/study closing period.]

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| --- | --- | --- |
|  | **Visit No./ Type** | **What to Expect?** |
| **[Screening] Period** | **Visit 1 –**  [Specify what type of visit this is. Is it an office visit? A phone visit?] | **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time Commitment:**  [Leave this space blank so patients can fill-in dates as visits are scheduled.] [X number of minutes/hours for this visit ]  **How to Prepare/What to Bring with Me:**   [List the materials that participants should bring to the study visit. E.g. medications, study journal, medical history.]   [Note if fasting is required and for how long. Also if advisable to have a care partner present.]  **Visit Details:**   [Provide details on the purpose of the study visit.]   [What tests will take place? Will the participant need to give a urine or blood sample?]  **Participant Resources:** [Make it clear to participants how their time and effort will be valued and/or how any potential inconveniences will be taken care of. E.g. Will a stipend be provided or will they be reimbursed for travel/ hotels/ meals?]  **Take-Home Materials:**   [If there are materials for the participant to take home, list them here.]   [E.g. wearable device, tote bag, or lunch box.]  **Reminders:** [Note if site staff will be contacting the participant at home for complete diaries, logs, etc.]  **Notes:** [Leave this section blank for participants to take notes.] |

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|  | **Visit No./ Type** | **What to Expect?** |
| **[Treatment/Observational] Period** | **Visit 2 –**  [Visit Type] | **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time Commitment:**  **How to Prepare/What to Bring with Me:**  **Visit Details:**  **Participant Resources:**  **Take-Home Materials:**  **Reminders:**  **Notes:** |
| **[Treatment/Observational] Period** | **Visit No./ Type** | **What to Expect?** |
| **Visit 3 –**  [Visit Type] | **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time Commitment:**  **How to Prepare/What to Bring with Me:**  **Visit Details:**  **Participant Resources:**  **Take-Home Materials:**  **Reminders:**  **Notes:** |

|  |  |  |
| --- | --- | --- |
|  | **Visit No./ Type** | **What to Expect?** |
| **[Post-Treatment / Study Closing] Period** | **Visit 4 –**  [Visit Type] | **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time Commitment:**  **How to Prepare/What to Bring with Me:**  **Visit Details:**  **Participant Resources:**  **Take-Home Materials:**  **Reminders:**  **Notes:** |
| **[Post-Treatment / Study Closing] Period** | **Visit No./ Type** | **What to Expect?** |
| **Visit 5 –**  [Visit Type] | **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time Commitment:**  **How to Prepare/What to Bring with Me:**  **Visit Details:**  **Participant Resources:**  **Take-Home Materials:**  **Reminders:**  **Notes:** |

**Thank You for**

**Participating in the**

**[Insert Study Name] Study!**