



Check list:

Introduction to the Good Scientific Practice (GSP) for New Group Members

	Local implementation of Good Scientific Practice (GSP) at the organization/laboratory level. Documents and specifications, structure, organization chart
	Mission statement, quality policy, quality objectives of the organization/laboratory
	GSP Basics
	Description of Functions and Responsibilities at the Laboratory
	Description of the Communication/Participation Possibilities
	Instruction on the need to read and learn from relevant internal documents and regularly check and follow up on revisions. Focus on the importance of rely on original, not photocopies of such documents, as they may not be up-to-date
	General requirements for good documentation practice / records (legibility, date, name, reason for change, legibility of changed entries).
	Deviations from SOPs or Study Protocols have to be agreed upon, approved and documented in the (electronic) labor notebook together with the supervisor. Changes in model or method development have to be agreed upon, reported and documented as well.
	Storage and documentation requirements or the research data on the (electronic) laboratory book
	Storage and archiving of research data and primary data is subject to the specific requirements of the GSP statutes of the organization, e.g. no data on private computers/drives or data storage and archiving only on secure drives/servers of the organization.
	LabCIRS description. How to report changes, improvements or errors. Error handling (demonstrate and explain LabCIRS)
	Knowledge of the recommendations of the ICMJE (Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals)

With my signature I confirm that I have understood the content of the instruction and that I have committed myself to adhere to the rules of Good Scientific Practice.

Date and Signature:

Trainee: _____

Trainer: _____