

06_Evidencing your work and Submitting your Checklist

Below is some guidance about evidencing your work and submitting your Associate PI Scheme Checklist.

How to complete the Associate PI Scheme Checklist video guide

In **addition** to the information provided below, [click here](#) to watch a video that walks you through key steps for completing the Associate PI Scheme Checklist during your 6-month tenure, including how to submit it once complete.

Evidencing your work

In the monthly tiles there will be activities from the checklist highlighted that we would have expected you to complete that month, and underneath there will be an 'Evidence Your Work' section.

In this section, you are required to evidence if and how you have undertaken the activities that have been highlighted that month, on your checklist. You can access your checklist by clicking on the link in the Evidence your work section of the tile.

We encourage you to complete your checklist gradually over the course of your 6 month tenure, as opposed to waiting until the end.

Your evidence should be comprehensive and detailed to include how and when you completed each activity. To help you with evidencing your work, you can refer to this [example of a well completed checklist](#).

Getting your completed Checklist Signed Off

Once you have completed your checklist, you need to get it signed by your Local PI and the National Study Team Representative for the study you have been working on.

We would recommend that you book a final meeting with your Local PI to go through the evidence on the checklist and ensure you have met all the requirements to be officially recognised as an Associate PI. Your Local PI can then sign and date your checklist.

Once your Local PI has signed your checklist, you need to send it to the National Study Team Representative for the study for them to review and sign off your checklist.

Please note, we do accept e-signatures on the checklist if you cannot print it and get it physically signed.

If you are having any trouble getting your Local PI or the National Study Team Representative to sign off the checklist, please get in touch with the Associate PI Scheme Team at associatepiscHEME@nihr.ac.uk

Submitting your Checklist in NIHR Learn and receiving your checklist

You need to submit your completed and fully signed checklist on the Submit Associate PI Checklist tile of your NIHR Associate PI Scheme Learning pathway on NIHR Learn.

Click on the Submit Associate PI Checklist tile and you can submit your checklist by clicking on the assignment. Then you can upload your completed and signed checklist.

This will then submit your checklist to the Associate PI Scheme Team to be reviewed. It will be reviewed to ensure there is sufficient evidence and that it has been signed by the Local PI and the National Study Coordinator.

If the Associate PI Scheme Team is happy with your checklist, they will send over your Associate PI Scheme Certificate, endorsed by the relevant Royal College, officially granting you Associate PI Status.

When am I officially recognised as an Associate PI

You do not officially gain Associate PI Status until you have completed your 6 month tenure on the Associate PI Scheme and completed and submitted your Associate PI Scheme Checklist. Once you have submitted your checklist, you will receive a certificate that officially recognises you as the Associate PI.

You are not an Associate PI as soon as you start the Associate PI Scheme. You may be referred to as the Associate PI and you may use this title but you will not be officially recognised as an Associate PI until you complete the Scheme and receive your checklist.

You can continue to work on the study you worked on as the Associate PI once you have completed your Associate PI Scheme tenure. You just will no longer be working on the study as part of your tenure on the Associate PI Scheme, so this means we can offer the place to someone else to complete their tenure on the Scheme for the study.

You will still be officially recognised as the Associate PI for that study, you just won't be completing a tenure on the Associate PI Scheme as part of working on that study, you will have completed it.