Before you sit down to initiate a protocol in Velos, you will want to make sure you have the following information and documents. Also, check that your sponsor is in Velos prior to starting your new forms.

**List of documents required for initial submissions**

*Industry*
- Protocol
- ICF
- Budget
- Contract to be uploaded
- Completed submission form

*Non industry*
- Protocol
- ICF
- OSP routing form (if applicable)
- Contract (if applicable)

**Required fields for Summary Page in Velos**
- Study Entered By
- Principal Investigator
- Study Contact
- IRB Number (generated by Velos upon successful completion of the summary page)
- Full Study Title
- Objective/Summary
- NCT Number (If you do not have an NCT number, use NCT00000000)
- Department
- Division
- Therapeutic Area
- National Accrual
- Phase
- Study Funding Source
- Study Type
- Sponsor Name
- Sponsor Project Manager
- Sponsor Project Manager Phone
- Sponsor Project Manager Email