**Study Specific Selection Memo**

DATE: <Date>

FROM:

TO:

SUBJECT: <Study Name>**: Getting Connected with SiteVault**

**Dear XX,**

Congratulations, on your selection for the <Study Name> with <customer name>. At this point you should have signed up and completed any scheduled training for Veeva SiteVault with the Veeva Site Solutions Team. The <Study Name> team are now working to initiate your Site and we want to walk you through next steps for creating a Connected Study in SiteVault:

|  |  |
| --- | --- |
| **Accept the Agreement** | The Regulatory Team at your site should be receiving an Agreement Task in SiteVault shortly which will create the connected study for <Study Name>. This Agreement is not a formal contract or a document; it is a “virtual handshake” that will allow documents and data exchange to occur on this connected study. Please refer to these help pages for more information on accepting your agreement:* [Managing Study Agreements](https://sites.veevavault.help/gr/docs/siteconnect/https%3A/sites.veevavault.help/gr/docs/siteconnect/)
* [Approving or Rejecting Study Agreements](https://www.youtube.com/watch?v=NdkpHL13Q0o)
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| **Complete the Regulatory Package** | Once your Agreement has been accepted the <Study Name> team will send you your initial Regulatory Package to complete. Find out more about completing these packages here:* [Getting Started with Connected Studies](https://sites.veevavault.help/gr/docs/siteconnect/https%3A/sites.veevavault.help/gr/docs/siteconnect/)
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| **How will all other study documents be sent?** | Going forward, please send all <Study Name> related using Veeva SiteVault. Your site monitor will be able to assist you with this process if needed. |
| **What if I have questions?** | If you have any questions about the <Study Name> please reach out to me at <Study Team Contact>. If you have any SiteVault related questions you can reach out to sitevaultsupport@veeva.com |

We are looking forward to working with you,

<customer name>