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| **SiteVault Startup Email Template Instructions** |
| **Remove this table prior to sending**  **Purpose:** This memo is intended to be distributed to sites that have indicated that they would like to receive more information about SiteVault during the feasibility or questionnaire portion of study startup. This memo provides sites with a non-study specific introduction to SiteVault along with resources on how sites can learn more if they have additional questions. Sponsor/CRO customers are not responsible for answering SiteVault related questions from sites, Sponsor/CRO users should direct sites with questions to Veeva Site Support ([sitevaultsupport@veeva.com](mailto:sitevaultsupport@veeva.com)). Sites with study specific questions should be directed to the correct Sponsor/CRO contact.  **Timepoint:** Prior to Site Selection  **Role Responsible to Sending:** Veeva recommends this is the feasibility team as they usually have the first contact with sites to assess use of SiteVault |

Re: Study Name and Number

Dear Dr. Investigator Name or Site Contact,

Thank you for your interest in Veeva SiteVault. SiteVault is a cloud based platform owned and maintained by sites that can create study specific connections with <Customer> electronically so <Customer> can seamlessly share clinical trial documents and data with your site. We want to provide you with more information about SiteVault to help you decide if this **no cost** solution is right for your team. See how Veeva SiteVault can begin helping you in this brief [2 minute video](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgo.veeva.com%2Fe%2F28972%2Fsitevaultfree-whatisit%2F93nm76%2F483228955%3Fh%3DQ8Q6dQPlVNG06EPiYxyTadBrU7DOVhTmsSIoQ8Nj43k&data=04%7C01%7Csylvia.davila1%40upr.edu%7C9c7a4d73a5c74f4d2d3508d8d4f5146a%7C0dfa5dc0036f461599e494af822f2b84%7C0%7C0%7C637493496361589177%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=C6B9P041X1HsJ1DaimYUIT497Ca4JuvMB3KqbfZWXMg%3D&reserved=0).

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| **What is Veeva SiteVault?** | [Veeva SiteVault](https://sites.veeva.com/products/sitevault-free/) is 21 CFR Part 11, GDPR and HIPAA compliant and is a dedicated space for study teams to manage and share study data internally and with Sponsors or CROs. SiteVault is not a Sponsor portal, your site can adopt and use Veeva SiteVault across your entire organization. It is owned and managed by you. |
| **How can SiteVault help me** | * Cloud based so that you can login from anywhere with internet * Create a [Connected Study](https://sites.veevavault.help/gr/connected-studies/connected-studies/) with <Customer> and receive all study documents electronically to SiteVault, reducing email exchanges * Maintain one version of Person and Organization documents and share current versions automatically with <Customer> * Collaborate on and send updated documents electronically to <Customer>, directly from SiteVault * Provide access to your monitors to conduct remote monitoring of the ISF and Source documents **(Remove if not using Remote Monitoring)** * Access eConsent technology for digital participant consenting **(Remove if not using eConsent)** * Receive and acknowledge Safety Letters directly to SiteVault **(Remove if not using Safety Letter Distribution)** |
| **How do I learn more?** | Attend Veeva’s 30-minute webinar, [Modernize Your Site with Veeva SiteVault Free](https://veeva.zoom.us/webinar/register/WN_x1VoySBDSb270IkDjRmNdg), to learn more. If you decide to sign up you will [have access to live and on demand trainings](https://sites.veevavault.help/gr/resources/training-resources/) through Veeva’s Site Success team. |
| **Where do I sign up?** | Start the sign up process for SiteVault [here](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgo.veeva.com%2Fe%2F28972%2Fsitevaultfree-signup%2F93nm82%2F483228955%3Fh%3DQ8Q6dQPlVNG06EPiYxyTadBrU7DOVhTmsSIoQ8Nj43k&data=04%7C01%7Csylvia.davila1%40upr.edu%7C9c7a4d73a5c74f4d2d3508d8d4f5146a%7C0dfa5dc0036f461599e494af822f2b84%7C0%7C0%7C637493496361649140%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=OyGNX6GFc%2BscfxZRgw5C%2Bpd8Nr9Hf%2BP%2BbibAHVvwmog%3D&reserved=0) and specify <Customer> in the “*How did you hear about SiteVault?*” field. |
| **More questions?** | Reach out to [Veeva’s Site Support Team](https://sites.veevavault.help/gr/resources/support/) via phone, email, or chat bot with any additional questions. |

Please email me at <Study Team Email> if you have any questions specific to this study with <Customer> or Veeva at [sitevaultsupport@veeva.com](mailto:sitevaultsupport@veeva.com) with any SiteVault related questions.

Sincerely,

Sponsor/CRO Study Team Contact

Title

*\*This letter nor the site’s use of SiteVault guarantees participation in this clinical study*