

Tropical Data – Start-up check list

Protocol development and start up:

- Formal submission logged on the TD portal – application.tropicaldata.org (this will allow us to assign the appropriate support including an Epidemiologist, and to assess training needs and resource requirements)
- Protocol finalised and agreed with the assigned TD Epidemiologist ([guidance for drafting protocol can be found here](#))
- Obtaining necessary national ethical approvals
- Finalised budget in line with agreed methodology ([budget building template can be found here](#))
- Cluster sampling completed by the epidemiologist and appropriate in country representative. EU IDs assigned by the data team. All these details to be communicated to the teams and feed into detailed level field work planning.

Planning for training & field work:

- Training needs established in conjunction with TD team, including selection of a training date and identifying trainers
- Training location identified with sufficient cases of TF (if baseline, impact or surveillance survey)
- Materials obtained (phones, loupes, manuals and follicle size guides (if necessary), provided by TD, all other materials including TEO to be provided by the country)
- Survey forms uploaded onto phones
- Supervisors identified (should also attend training)
- Sensitisation done with local communities in advance of training/field work
- Contact details of data approvers and downloaders communicated to the data team before leaving for the field

For a more detailed project planning tool,
please consult our [Activity Planning template](#)