RESEARCH PROJECT LIFECYCLE

Gate 3 Readiness and Project Sign-Off

Stage: Gate 3 → Project Sign Off · Previous templates: Full Research Plan, Experimental Planning Document, Ethical Oversight Review · Next template: Delivery Tracking and Regular Review

How to use this form

This is the check at **Gate 3: "Research is ready to conduct"**, followed by **Project Sign Off**. It is a **one-page checklist**. It does not ask for anything new. It confirms that everything needed to start is in place.

- **Who completes it:** the Project Lead, before the Gate 3 review.
- **Who decides:** the Gate 3 Reviewer, then the Sponsor signs off the project. Each organisation decides who holds these roles.
- **How to answer:** for each check, pick an answer and add the evidence, such as a document version, a reference or a date. A check marked "Not ready" needs an action and a date.
- **Only the checks that apply:** mark a check "Not applicable" if it does not fit the study. For example, the delivery checks only apply to trials and quasi-experiments.
- **If it is not ready:** the project goes back for more work. If a problem with feasibility is found, it returns to Gate 2.
- **Record the decision** in section C, or on the standard Gate Decision Record.

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A. The project

Field	Your answer
A1. Project title *(essential)* As on the Full Research Plan.	
A2. Project reference From the Research Portfolio Register.	
A3. Project Lead *(essential)* Name and role.	

Field	Your answer
A4. Study design *(essential)* Pick one.	☐ Randomised controlled trial (RCT) ☐ Cluster RCT ☐ Quasi-experimental ☐ Questionnaire or survey ☐ Interviews or focus groups ☐ Secondary data analysis ☐ Mixed methods
A5. Date submitted for Gate 3 *(essential)*	Date: ____ / ____ / _____

B. Readiness checks

Pick an answer for each check, then add the evidence.

Field	Your answer
B1. Full Research Plan signed off *(essential)* The version number and sign-off date.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B2. Pre-registered *(essential)* The registry and reference. Registration must be dated before the first case is allocated or the first data is collected.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B3. Ethical oversight approved *(essential)* The verdict, and confirmation that every condition has been met.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B4. Experimental Planning Document complete *(essential)* The version, with roles, case flow, pilot plan and timeline agreed.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**

Field	Your answer
B5. Tracking ready *(essential)* The tracking tool is set up and tested, and the people recording data know what to do.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B6. Delivery tracked in every group *(essential)* Trials and quasi-experiments only. Tracking covers every group, including any control group, and the strategy for delivering the treatment well is in place.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B7. Response rate planned *(essential)* Questionnaires only, including trial outcomes collected by questionnaire. A plan to maximise response, with a target rate.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B8. Data access in place *(essential)* Agreements for every data source, for every group.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B9. Funding in place *(essential)* Funding for delivery and for the research, including analysis and reporting.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B10. No overlap with other studies *(essential)* The Research Portfolio Register has been checked for other studies with the same people, places or outcomes.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**
B11. Organisational support *(essential)* Senior and partner support confirmed, including from any political or governance leads.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**

Field	Your answer
B12. Staff briefed *(essential)* Briefing complete, or booked before the pilot starts.	☐ Ready ☐ Not ready ☐ Not applicable **Notes:**

C. Gate 3 decision

The statement that must be true to pass: "Research is ready to conduct".

Field	Your answer
C1. Decision *(essential)* Pick one. **Proceed:** the project goes to Project Sign Off. **Not ready:** more work is needed. List the actions in C3. **Return to Gate 2:** a problem with feasibility has been found. **Stop:** the project should not go ahead.	☐ Proceed ☐ Not ready ☐ Return to Gate 2 ☐ Stop
C2. Reasons *(essential)* A short explanation of the decision.	
C3. Conditions or actions Each action, who will complete it, and by when.	
C4. Gate 3 Reviewer *(essential)* Name and role, or the panel.	
C5. Decision date *(essential)*	Date: ____ / ____ / _____
C6. If not ready: review again on	Date: ____ / ____ / _____

D. Project Sign Off

Complete this section only if the Gate 3 decision is Proceed.

Field	Your answer
D1. Signed off by the Sponsor *(essential)* Name and role.	
D2. Sign-off date *(essential)*	Date: ____ / ____ / _____
D3. Funding for the research confirmed *(essential)* Pick one.	☐ Confirmed ☐ Not needed ☐ Not yet confirmed
D4. Pilot start date *(essential)* As in the Experimental Planning Document.	Date: ____ / ____ / _____
D5. Anything the Sponsor needs during delivery For example: how often the Sponsor wants updates, and what should be escalated to them.	

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