

**Information Sheet: New document / version / amendment receipt and acknowledgement forms**

The New document / version / amendment receipt and acknowledgement forms will accompany any new documents, new versions of documents, or any amendments which are sent to the study sites.

These forms must be signed by the Principal Investigator or their representative. The person signing this form must ensure that all staff involved in the research project:

- are made aware of the new documents if they are applicable to their role in the study
- replace the old versions of documents with the new versions
- are made aware of any amendments

The original form should be placed in the Investigator Site File and a signed copy should be sent to Dr Sarah Pountain, SOS Study Manager via email (scanned copy):  
[sarah.pountain@northstaffs.nhs.uk](mailto:sarah.pountain@northstaffs.nhs.uk)

or via post:

SOS Study,  
Stroke Research Office,  
Royal Infirmary,  
Prince's Road,  
Hartshill,  
Stoke-on-Trent,  
ST4 7LN

or via fax: 01782 555876