Research Development & Innovation (RDI) Department

Flow chart for Research registration/submission for approval

Develop protocol/proposal and identify funding source (SOP002) (Templates and further guidance available from RDI Department) Identify a Sponsor (SOP004) (If requesting STHK to act as sponsor contact RDI Department for Trust Sponsorship Application Form) Register on the Integrated Research Application System (IRAS) www.myresearchproject.org.uk and complete the REC and R&D application forms Check if study requires NHS Research Ethics Committee (REC) Approval (SOP005) www.hra-decisiontools.org.uk/ethics/ if so, application should be sent to REC Are you applying for NHS Permission through the National Institute of Health Research (NIHR) Co-ordinated System for gaining NHS Permission (CSP)? (SOP006) YES NO Compile a submission folder of essential Complete the Portfolio Adoption Form (PAF) in IRAS including checklist. documents to be submitted via email to the RDI All documents on checklist must be submitted with Department (SOP010) PAF form. (Checklists available from RDI Dept.) For further guidance www.crn.nihr.ac.uk Please note that there will be a fee for RDI approval and sponsorship Will an **external** researcher need access to trust data, staff or patients? YES NO Letter of Access required. Letter of Access not required Please contact RDI department for further information. Submit all documentation with checklist to the RDI Department (SOP010) research@sthk.nhs.uk Following review by the RDI Department, a letter will be issued confirming the decision and conditions of approval. Research studies cannot commence without a formal letter of approval

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RDI Standard Operating Procedures (SOPs) are available on the intranet or via email (research@sthk.nhs.uk)