

# QUB SUMMARY OF PROCESS TO APPLY FOR FACULTY REC & HSC R&D APPROVALS

Contact [QUB Research Governance](#) and relevant [HSC Trust R&D Office\(s\)](#) at an early stage for advice.

- Complete [IRAS](#) application form
- Draft protocol and supporting documentation as applicable (eg consent form, participant information sheet, questionnaires, semi-structured interview questions or topic guides)
- Identify and secure involvement of Principal Investigator(s)/Local Collaborator(s) in HSC Trust(s)
- Complete [Outline Organisation Information Document \(OID\)](#) and [Schedule of Events \(SoE\)](#), if applicable (*If a PIC LIP not required*)
- Collect CVs for research team
- Seek Peer Review (as applicable – see [Peer Review](#))
- Ensure GCP training is up to date (if required)

Submit the following to the appropriate Faculty REC - EPS ([facultyrecepts@qub.ac.uk](mailto:facultyrecepts@qub.ac.uk)) or MHLS ([facultyrecmhls@qub.ac.uk](mailto:facultyrecmhls@qub.ac.uk)) on the [Online Research Ethics Management System](#):

- Draft IRAS form
- Protocol
- Supporting documentation, as applicable
- Peer review comments & responses as applicable
- CVs for research team (Chief Investigator, research students & academic supervisors)
- Draft Outline OID and SoE (*if a PIC not required*)

Contact the [HSC Trust R&D Office\(s\)](#) regarding the application to discuss feasibility, identify a lead trust for multi-centre studies, confirm requirements for honorary contracts/placement agreements & ACCESS NI checks, GCP certificates etc. See [Guidance for Applicants](#).

Faculty REC and QUB Research Governance Manager will review the application

Feedback/comments addressed and sponsorship arrangements confirmed

Upload all final documents to IRAS Form checklist & obtain electronic authorisations for IRAS form

Book in application via [Central Booking Service](#) and electronically submit application  
Research Gateway will confirm valid application.

**HSC R&D Approval**

Notification application is valid received from Research Gateway  
*(If a PIC site a LIP not required and m-NC-PICA should be used)*

SWGR queries to applicants issued.  
Addressed as per email instructions

Queries addressed

Laise with Research Governance Manager in relation to any possible amendments to the Faculty REC approval

Revised documents uploaded to IRAS

Queries addressed and query log closed

Email (using the [template NI email](#)) the following to each HSC participating site:

- Localised Organisation Information Document
- Copy of submitted IRAS Form
- Current Protocol
- Participant information and consent documents (without local logos/headers) as relevant to the activities taking place at the participating NHS / HSC organisation
- Relevant model agreement, if applicable
- SoE or SoECAT
- Delegation log (mandatory for all interventional studies with PI)

Application review by HSC Trust R&D office & C&C assessment

Updated LIP sent to HSC Trust, if required. Sponsor and HSC Trust R&D Office(s) agree and finalise the localised OID

HSC Trust R&D Office(s) issue confirmation of capacity and capability