## QUB SUMMARY OF PROCESS TO APPLY FOR NHS/HSC REC & HSC R&D APPROVAL

## Contact <u>QUB Research Governance</u> and relevant <u>HSC Trust R&D Office(s)</u> at an early stage for advice.

- Complete <u>IRAS</u> application form
- Complete online Data Privacy Impact Assessment as required Information Compliance can provide advice if needed
- 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 <u>Outline Organisation Information Document (OID) and Schedule of Events (SoE)</u>, if applicable (If a PIC LIP not required)

Contact the <u>HSC Trust R&D</u> <u>Office(s)</u> regarding the application to discuss feasibility, identify a lead

requirements for honorary

ACCESS NI checks, GCP

Applicants.

trust for multi-centre studies, confirm

contracts/placement agreements &

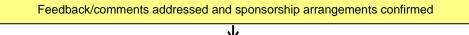
certificates etc. See Guidance for

- 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 QUB Research Governance (researchgovernance@qub.ac.uk):

- 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

QUB Research Governance Manager will review the application and liaise with the lead Trust R&D Office to determine sponsorship



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

