

QUB SUMMARY OF PROCESS TO APPLY FOR HBS, NHS/HSC REC & HSC R&D APPROVALS

Contact [Honest Broker Service](#) and [QUB Research Governance](#) at an early stage for advice.

- Before requesting access to health data, you need to demonstrate that everyone involved in the project has appropriate information governance training (see [Becoming an approved researcher through the ONS approved researcher scheme](#))

Application for HSC Regional Data Warehouse data

- Submit a draft of the application to HBS (hbs@hscni.net) and work with HBAS to finalise the application for submission
- Seek Peer Review (as applicable – see [Peer Review Gov4 forms](#) or provide confirmation of externally funded research)

Submit the following to **QUB Research Governance** (researchgovernance@qub.ac.uk):

- Final HBS application
- Peer review comments and responses, as applicable

QUB feedback/comments addressed and sponsorship confirmed

QUB Research Governance Manager will sign the HBS application on behalf of the Sponsor (Section A, 2)

HBS

Submit final signed application to HBS, along with peer review (and REC approval once received and if required)

Governance Board review application

Research Data Access Agreement, agreed and signed (Information Compliance Info.Compliance@qub.ac.uk are the institutional signatory for QUB)

Once all necessary approvals and agreements are in place data is extracted/linked

Application for a project involving linking external datasets to HSC Regional Data Warehouse data

- Submit a draft of the application to HBS (hbs@hscni.net) and work with HBAS to finalise the application for submission
- Ensure agreements/arrangements are in place to transfer the external data
- Draft [IRAS](#) form, protocol and supporting documentation, as applicable
- Seek Peer Review (as applicable – see [Peer Review Gov4 forms](#) or provide confirmation of externally funded research)
- If the data to be linked is **held in HSC Trusts then an application for Trust governance must be made** See [Guidance for Applicants](#)) and:
 - Identify and secure involvement of PI(s)/LC(s) in HSC Trust(s)
 - Complete [OID and SoE](#)

Submit the following to **QUB Research Governance** (researchgovernance@qub.ac.uk):

- Draft IRAS form
- Final HBS application
- Protocol and supporting documentation, as applicable
- Peer review comments & responses, as applicable
- CVs for research team (CI, research students & academic supervisors)
- Draft Outline [OID and SoE](#) (if HSC Trusts involved)

QUB feedback/comments addressed and sponsorship confirmed

Upload all final documents to IRAS Form checklist & obtain authorisations for IRAS and QUB RGM will sign the HBS application on behalf of the Sponsor (Section A, 2)

Complete IRAS verification process, book in application online and electronically submit. REC Manager/Research Gateway will confirm valid application

NHS/HSC REC

Application reviewed by [Proportionate Review](#) (within 14 days)

Advised of REC decision (via email):

- Favourable opinion with conditions
- Favourable opinion
- Provisional opinion - respond to the REC and submit the further information requested via [IRAS](#). Send copies of any updated documentation to [QUB Research Governance](#)
- Unfavourable opinion - modify application and resubmit

For QUB sponsored studies CI enters study on QUB Insurance Database

HSC R&D

Notification application is valid received from Research Gateway

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

- Localised OID
 - Copy of submitted IRAS Form
 - Current Protocol
 - SoE or SoECAT
- cc QUB Research Governance Manager**

Application review by HSC Trust R&D office

Sponsor and HSC Trust R&D Office(s) agree and finalise the localised OID with PI, local research team

HSC Trust R&D Office(s) issue confirmation of C&C

APPROVAL PROCESSES CAN RUN CONCURRENTLY