**Flowchart for approved access to NICRF for studies not requiring BHSCT Governance Approval (ie University Ethics Approval & University Sole Sponsor).**

Email NICRF Team to schedule visits to ensure

 NICRF can fully support study requirements . nicrf@belfasttrust.hscni.net

Useful NICRF documents to support application: Access via website [www.qub.ac.uk/nicrf](http://www.qub.ac.uk/nicrf)

**Examples of completed application forms**

* **Costing policy**
* **Access policy**
* **Application Form**
* **Examples of completed application forms**

**Significant Changes:**

Study co-ordinator to inform NICRF of any changes, eg study extension. Supplementary application may be required

**CRF Study set up:** clarify any outstanding issues eg;

Staff induction

Consumables

Equipment/Data transfer

Visit frequency & duration (core/outside core hours)

NICRF specific risk assessments required

Sample processing/storage/transfer

NICRF follow up within 2 weeks of Committee decision to ensure all queries addressed with study point of contact

Access Committee will communicate decision

NICRF will follow up on CRF study set up

NICRF Access Committee review application (normally meet weekly)

When submitting a grant application or submitting to University Ethics pl submit NICRF Application Form(please provide Protocol & visit timing) to NICRF Mailbox: nicrf@belfasttrust.hscni.net

The Service Level Agreement & Confidentiality Agreement for Non Trust Staff will be sent to PI/CI & study co-ordinator on receipt of the Ethical Approval Letter and Sponsor Letter stating happy to use the NICRF. The completed/signed SLA must be returned to the NICRF before full approval assumed and study visits can commence.