**Flowchart for approved access to NICRF for studies requiring BHSCT Governance Approval**

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**

At study set up, preparation for Governance or a minimum of 2 weeks prior to Governance submission submit NICRF Application Form and Protocol to NICRF Mailbox: nicrf@belfasttrust.hscni.net

**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

Delegation log

NICRF Access Committee review application (normally meet weekly)

Access Committee will communicate decision

NICRF provide PIAF

NICRF will follow up on CRF study set up

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

The Service Level Agreement will be sent to PI/CI & point of contact on receipt of the Start Certificate. The completed/signed SLA must be returned to the NICRF before full approval assumed and study visits can commence

**Significant Changes:**

Point of contact to inform NICRF of any changes, eg study extension. Supplementary application may be required

Email NICRF Team to schedule visits to ensure

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