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

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

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

When submitting a grant application or submitting to University Ethics, please submit NICRF Application via email to the NICRF: nicrf@qub.ac.uk. Please provide Protocol and visit timings.

**Significant Changes:**

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

July

**CRF Study Set-up:**

Clarify any outstanding issues e.g.

Staff induction

Consumables

Equipment/Data transfer

Visit frequency and duration (core/outside of core hours)

NICRF specific risk assessments required

Sample processing/storage/ transfer.

NICRF Access Committee reviews application (the Committee normally meets weekly)

Access Committee will communicate its decision.

NICRF will follow up on CRF Study Set-up.

NICRF follow up within 2 weeks of Committee decision to ensure that all queries are addressed with the study point-of-contact.

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

Email the NICRF Team at nicrf@qub.ac.uk to schedule visits and to ensure that the NICRF can fully support study requirements.