**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, preparing for Governance or at least 2-weeks prior to submitting to Governance, please submit NICRF Application Form and Protocol via email to the NICRF: nicrf@qub.ac.uk

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

**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

Delegation log

Access Committee will communicate the decision.

NICRF will provide the Protocol Impact Assessment Form (PIAF).

NICRF will follow up on CRF Study Set-up.

NICRF will follow up with Study “point-of-contact” within 2-weeks of the Committee decision, to ensure that all queries are addressed.

**Significant changes:**

Point-of-contact needs to inform the NICRF of any changes, for example a study extension. A Supplementary application may be required.

The Service Level Agreement will be sent to the PI/CI and “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.

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