

SPONSORSHIP & REVIEW

- A Sponsor is the organisation with overall responsibility for your research study and is needed for all health and social care research.
- It is not the funder. The sponsoring organisation may provide funds, but both roles are separate.
- The University of Edinburgh and NHS Lothian will act as Sponsor for research led by employees of UoE or NHSL, and UoE students.
- Sponsor review is not the same as review by a Research Ethics Committee (REC). These are separate and one does not negate the need for the other.

STEP

1

Apply for Sponsorship

Seek sponsorship in the early stages of study planning. You need Sponsor authorisation before seeking Research Ethics Committee (REC) and NHS R&D Management Approval.

Send us your documents

Send the documents listed below to the Research Governance team (useful templates can be found here, CR007 Study Documents).

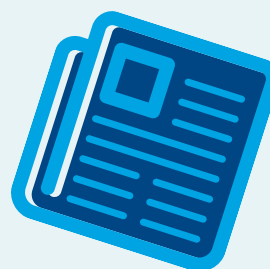
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STEP

2

Sponsor Review

When we receive your research study documents, a unique Sponsor number is assigned. (Please quote this in future correspondence).



A Sponsor Representative is assigned, who will review the full document set. They may request further documents where necessary.

When the first review is complete, your Sponsor Representative will return a document containing comments, suggestions, and any necessary changes. It helps if you respond to the review as quickly as possible, and send any revised documents for further review.

The review can take up to 10 working days depending on the complexity of your study.

If your Sponsor Representative thinks that a Risk Assessment is required, they will advise this.

When all comments and suggestions have been adequately addressed, the study will be approved for sponsorship.

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STEP

3

After Sponsor Approval

Your Sponsor Representative will identify and guide you through the approvals required e.g. REC favourable opinion, NHS R&D Management Approval.

They will also provide copies of the insurance documents where needed.

ACCORD does not issue Sponsor letters as our authorisation on the ethics form is an agreement to act as Sponsor. If a letter is required, discuss this with your Sponsor Representative.

Unless your Sponsor Representative indicates otherwise, you may start the study after:

- you receive a favourable opinion from a REC,
 - any conditions associated with the opinion have been addressed,
 - you have received R&D Management Approval if required.
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You could delay the start of your study if you do not apply for sponsorship before submitting for research approvals. ACCORD cannot retrospectively agree to sponsorship of research studies that have already commenced.

Send the following documents to the Research Governance team for review:

- Draft ethics form
- Draft protocol
- Participant Information Sheet
- Consent Form
- GP Letter
- Any other documentation e.g. questionnaire, poster, advert
- Brief CV for the Chief Investigator (and student if applicable)
- If NHS staff or resources are involved, a Local Information Pack