Process for OID and SoECATs (Non-Commercial)

START

AcoRD Specialist at LCRN require at least 20 days review time before SoECAT approval

PI/Study Team & Dept

Commence Process at least 30 Days before Funder Deadline

PI/Dept Admin to inform ICHT/Trust of requirement to use Trust resource

Prepare study documentation
www.hra.nhs.uk/planning-and-improving-research/research-planning/prepare-study-documentation/
Click Schedule of Events for non-commercial research, then SoECAT form

Dept Admin upload costs onto InfoEd (Research Costs only) **Attach approved SoECAT**

Dept & HoD Approval on InfoEd

PI **MUST** upload **SoECAT** onto Funder Portal as **Letter of Support** and named as **SoECAT** (if req'd)

Highlight ALL tabs on SoECAT and save as PDF before uploading to InfoEd & Portal
Send a copy to JRO for record

Prepare Study Documentation
www.hra.nhs.uk/planning-and-improving-research/research-planning/prepare-study-documentation/
Click Organisational Information Document

OID is prepared by Study Team/ Investigator and sent to RGIT for sponsorship

Outline OID submitted to HRA via IRAS checklist for Initial Assessment

Initial Assessment rec'd from HRA – Confirm Budgets from original Award Letter with JRO Grants

Local Document Pack to be submitted to sites. (Localised OID forms part of this pack)

Negotiation phase - Await responses to site agreeing before reconfirming budget with JRO Grants

PI/Study Team **MUST ENSURE** a copy of the OID is sent to JRO Grants team for audit **AND TO REQUEST A PO for NHS Trust (not ICHT)**

NHS Trusts (Not ICHT)

Research Governance and Integrity (RGIT)

RGIT approve sponsorship and inform PI to submit to HRA for approval.

RGIT in receipt of OID

CRN

Sign-off by **AcoRD Specialist** for **multi-sites** **(Minimum 20 days before Funder Deadline)**

Contact Lead LCRN for AcoRD Specialist –
studysupport.crnnwlondon@nihr.ac.uk
(Or other associated LCRNs for other Trusts)

NHS Trust or ICHT JRO Team

Feasibility

Authorisation from Divisional Research Manager (DRM) as to whether they can provide the resources required there is capacity to support the trial?

*ICHT/Trust to cost the resources required using Non-Commercial Costing template

ICHT will help complete the SoECAT in conjunction with PI/Study team. For Imperial-Sponsored studies, where ICHT is not the Lead NHS Trust, please complete as much of the SoECAT as possible before contacting ICHT, as it will be the PI/Study team who are ultimately responsible – **See note**

NOTE
If single-site study with NO EXCESS TREATMENT COSTS then sign off is only required by AcoRD Specialist **within** NHS Trust.
If ICHT - contact email address below
If RBHT - https://www.rbht.nhs.uk/research/researchers/research-funding/soecat

***Email:**
imperial.admin_trustresearchcontracts@nhs.net

ICHT Trust informed

ICHT JRO will send OID to JRO Grants Manager to confirm budgets

All Trusts issue a Capacity and Capability Approval to the PI – must attach authorised version of OID

ICHT JRO will send fully executed OID to JRO Grants Manager to raise PO

Trust(s) sends invoice to Accounts Payable quoting PO#

JRO Grants Manager

JRO confirms budget per site

Final confirmation of budget per site received before raising POs for ICHT

JRO Grants

JRO check Application, InfoEd Costs/Price and Portal then approve on InfoEd

Application submitted to funder

Awarded by funder and JRO validate costs

Inform PI/Dept that an OID is required for Trust Sites

JRO Grants raise PO# and sends to NHS Trust or ICHT JRO

KEY: Pre-Award

KEY: Post-Award

KEY: Dashed Arrow Lines mean process is both ways