College-Sponsored Study with Trust Employee working on project, or study taking place in the Trust

Scenario	Research is taking place in:	Trust employee working on Project	Honorary Contract Required?	Funding Letter Req'd?	Who completes the Funding Letter and PO?	OID or mNCA Req'd? (Depends on Type of Study)	Multi-Centre Study?	Basic science study (OID)	Clinical Trials or Investigations (mNCA)	Actions Required	ICHT Finance and Contracts email addresses (copy to DRMs)	Divisional Research Managers (ICHT)
1	College	Yes	Yes	Yes	Dept	No	N/A	N/A	N/A	1. If not yet set up, an Honorary Contract MUST be put into place by Dept and HR before any work can commence. 2. ICHT (or other Trust) Funding Letter and PO to be created by **Dept Admin** and sent to **ICHT JRO Contracts team** or other Trust Finance Team >>> 3. Copy to ICL JRO Post-Award Team for award file.	**imperial.admin_trustresearchcontracts @nhs.net** or Obtain Trust Finance email address for other Trust	Clinical Divisions
2	ICHT Trust	Yes	No	No	N/A	Yes	Yes	YES but not to be used as a formal agreement	Yes	**ICHT expects an mNCA and OID (with appendix 1 indicating OID not to be used as the formal agreement)** 1. PI/Study team to draft OID for review/approval by **RGIT** (OID not to be used for formal agreememt) 2. An mNCA will be completed between the **PI/study team** and **ICL JRO contracts** team and then sent to **ICHT JRO contracts team** for review/approval/execution (sign off). 3. **Clinical Trials Manager or Dept Admin** will raise PO and send to **ICHT Finance Team** >>> 4. Copy to be sent to ICL JRO Post-Award Team for award file and audit requirements.	imperial.jroinvoices@nhs.net	Clinical Divisions
							Yes	Yes	N/A	**ICHT expects an OID** 1. The OID will be drafted by the **PI/Study team** and reviewed/signed/executed by **RGIT** (OID is Req'd) 2. **Dept Admin** will raise the PO and send to **ICHT JRO contracts team** >>> 3. Copy to ICL JRO Post-Award Team for award file and audit requirements.	**imperial.admin_trustresearchcontracts @nhs.net**	Clinical Divisions
							ICHT Only	No	Yes	**ICHT expects an mNCA but no OID** 1. An mNCA will be completed by the **PI/study team** and **ICL JRO contracts team** and sent to **ICHT JRO contract team** for review/approval/execution (sign off). The mNCA does not need submitting to the HRA for approval. 2. **Clinical Trials Manager or Dept Admin** will raise PO and send to **ICHT Finance Team** >>> 3. Copy to ICL JRO Post-Award Team for award file and audit requirements.	imperial.jroinvoices@nhs.net	Clinical Divisions
							ICHT Only	Yes	N/A	**ICHT expects an OID** 1. The OID will be drafted by the **PI/study team** and RGIT will require the **ICHT JRO contracts team** to review the OID so that it may be included in its HRA submission. 2. The OID is required to be localised and details of funding included at the time it is sent to ICHT JRO for review. Therefore, **PI/study team** need to ensure the OID has been fully completed before it is sent for review. 3. The **RGIT** will request the review from the **ICHT JRO contracts team** with an email addressed to the ICHT mailbox. 4. **Dept Admin** will raise the PO and send to **ICHT JRO contracts team** >>> 5. Copy to ICL JRO Post-Award Team for award file and audit requirements.	**imperial.admin_trustresearchcontracts @nhs.net**	Clinical Divisions