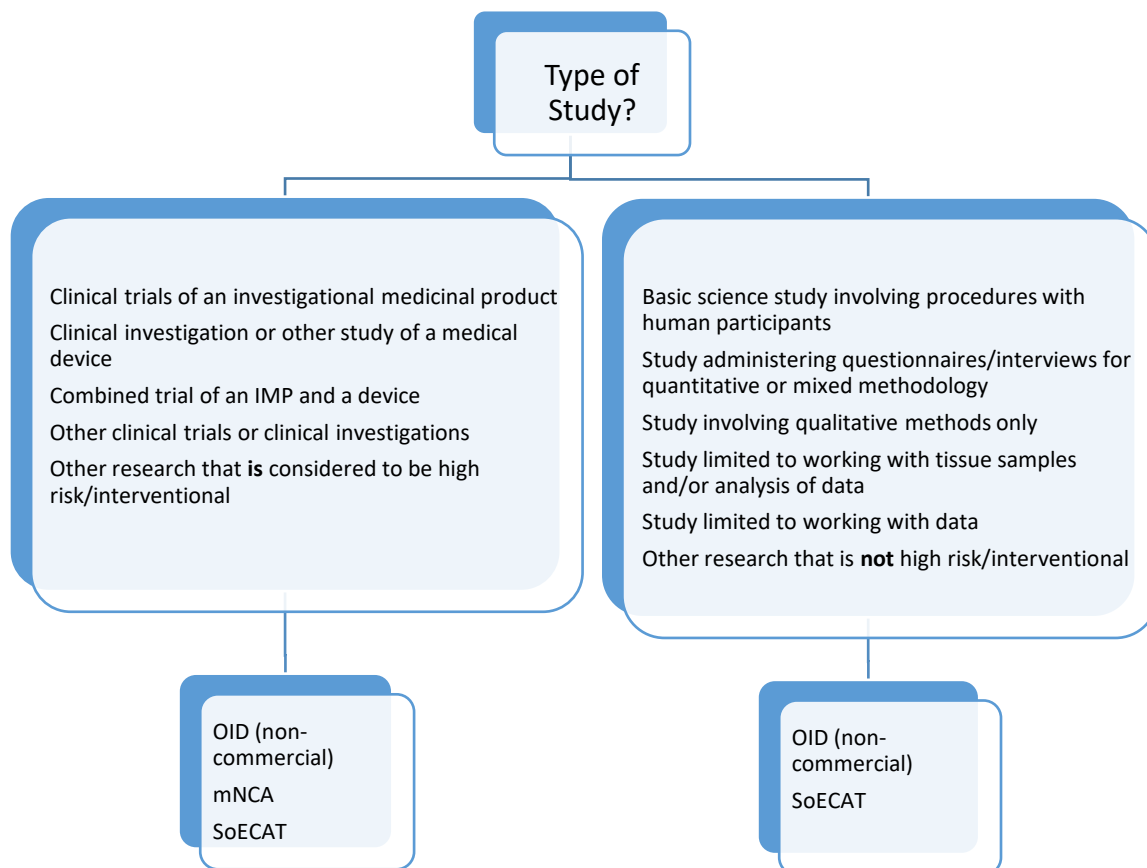


## Joint Research Office and Research Governance and Integrity Team (RGIT)

### NON-COMMERCIAL STUDY PROCESS

#### College Sponsored Multi Centre Studies



For **all** multi-centre ICL sponsored studies, which require ICHT as a site, the type of study (as determined by ICL in the IRAS form) impacts on the required documentation by ICHT.

**For a clinical trial or investigation (i.e. the 5 types of trials listed on the left),** ICHT JRO contracts team expects to receive the localised non-commercial OID (with Appendix 1 indicating OID **NOT** to be used as the formal Agreement between ICL and ICHT site) with an accompanying localised mNCA and localised SoECAT.

**The OID** will be drafted by the PI/study team and reviewed/signed off by the **Research Governance and Integrity Team (RGIT)**.

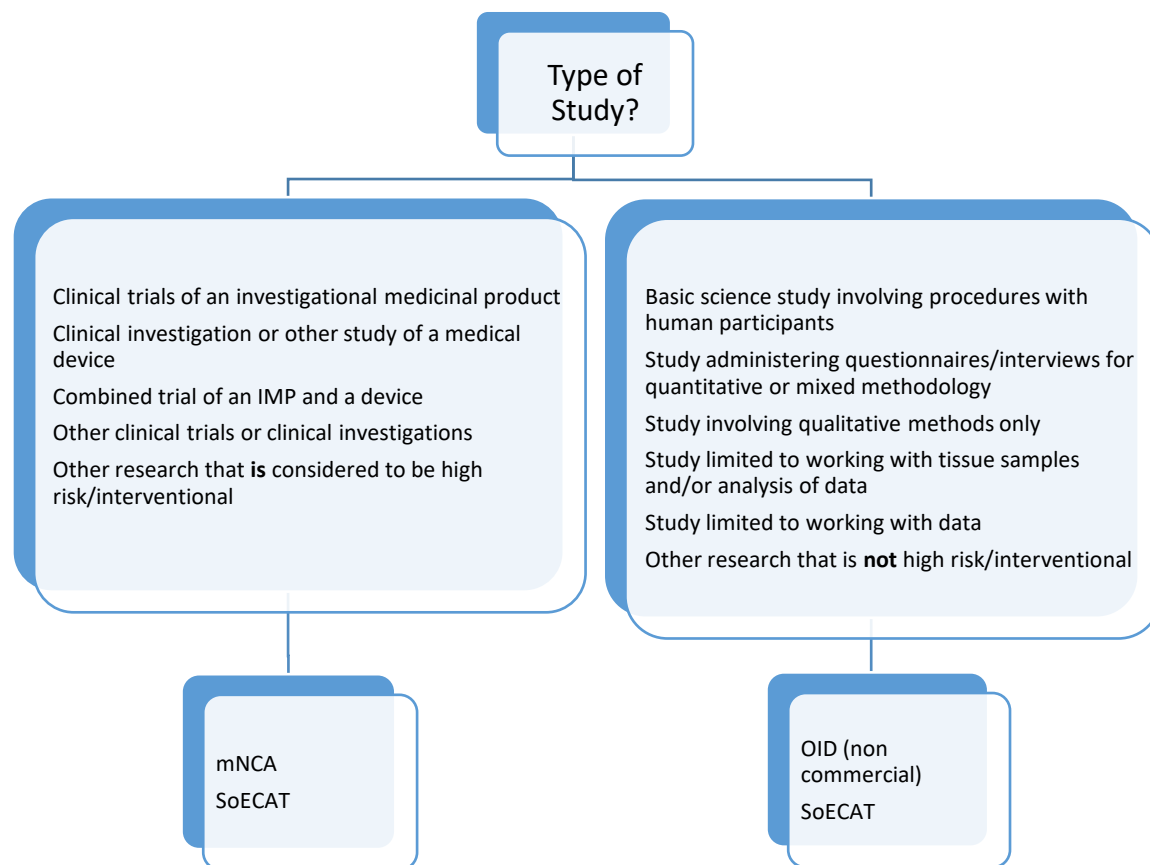
**The mNCA** will be completed by the PI/study team and ICL JRO contracts team and sent to ICHT JRO contracts team for review/approval/sign off.

**SoECAT** will be provided by the PI team following the usual process for these (with ICHT JRO).

**For other studies (i.e. those listed on the right),** RGIT will provide the non-commercial OID to the PI/Study team (with Appendix 1 indicating OID **IS** to be used as the formal agreement) and the PI/study team will localise the OID to ICHT JRO, including the details of funding provided. In addition, the localised SoECAT/SOE will be sent to ICHT as per the usual process. The OIDs will be drafted by the PI/study team and reviewed/signed by RGIT. Where funding is being provided to ICHT, confirmation of budget from Dept Admin will be obtained prior to RGIT submitting the OID to HRA.

**Purchase order and Invoicing instructions in section below**

## College Sponsored Single Centre Studies (ICHT only site)



**For a clinical trial or investigation (i.e. the 5 types of trials listed on the left),** ICHT expects an mNCA and **no** OID. The [mNCA](#) will be completed by the PI/study team and ICL JRO contracts team and sent to ICHT JRO contract team for review/approval/sign off. The mNCA does not need submitting to the HRA for approval.

**For other studies (i.e. those listed on the right),** ICHT expects an OID. These will be drafted by the PI/study team and the **Research Governance and Integrity Team (RGIT)** will require the ICHT JRO contracts team to review the OID so that it may be included in its HRA submission. 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. The RGIT will request the review from the ICHT JRO contracts team with an email addressed to the general admin box ([imperial.admin\\_trustresearchcontracts@nhs.net](mailto:imperial.admin_trustresearchcontracts@nhs.net)) including the subject line: *For Review – deadline 5 working days Documas No. XXX* with the draft IRAS form, protocol and proposed OID attached to the request for review.

### **Purchase order and Invoicing instructions**

In Appendix 2: Finance Provisions of the OID - The PI/Study team must complete this section with the following details:

*All invoices MUST quote a Purchase Order Number which will be sent to the Trust once the OID has been fully signed and executed. This must include the **cost centre and P-code** of the research project for ease of reference. All invoice should be sent on a quarterly basis to:*

*Account Payable Invoices - [apinvoices@imperial.ac.uk](mailto:apinvoices@imperial.ac.uk) (preferred method)*

*Or by post,*

*Accounts Payable Level 3 Sherfield Building Imperial College London Exhibition Road London SW7 2AZ*

*Payments made by cheque or BACS are not possible and this section should be removed.*

## List of documents required by ICL JRO Contracts Team to draft an mNCA:

- Protocol
- IRAS Form
- ICL funding code List of documents required by ICHT JRO Contracts Team to review OID or mNCA: IRAS application form, Protocol and proposed OID/mNCA

## Participant Identification Centres (PICs)

PICs should be set up by through a sub-contracting arrangement between ICHT and the PIC, containing appropriate data processing arrangements which should be put in place by using

- [model Non-Commercial PIC agreement \(m-NC-PICA\)](#)

## Contacts for this process

### ICHT JRO Contracts Team:

imperial.admin\_trustresearchcontracts@nhs.net

### ICL RGIT Sponsorship Team:

[rgit@imperial.ac.uk](mailto:rgit@imperial.ac.uk)

+44 20 3311 0208

### ICL JRO Contracts Team:

Kirti Patel – Surgery and Cancer

Reena Sharma – Brain Sciences, Metabolism Digestion and Reproduction (excluding Cell Biology, Endocrinology, Metabolism and IRDB), School of Public Health

Dimitra Chormova - NHLI

Yulia Borisova – Infectious Diseases; Immunology and Inflammation Part of Metabolism Digestion and Reproduction: Cell Biology, Endocrinology, Metabolism and IRDB