Process Map for OID and mNCA (Non-Commercial)

PI/Study Team & Dept

START HERE

Multi Centre Studies including **ICHT**

Single Centre Study (ICHT only site)

Clinical Trial or investigation - **OID and mNCA**

Basic Science Studies - **OID only**

Basic Science Studies - **OID only**

Clinical Trial or investigation - **mNCA only**

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

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

Localised OID with Appx 1 indicating OID **NOT** to be used as formal agreement

Outline OID submitted to HRA via IRAS checklist for Initial Assessment

mNCA is prepared by PI/ Study Team and sent to ICL JRO Contracts team

Initial Assessment rec'd from HRA – Dept can confirm Budgets from original Award Letter

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

Negotiation phase - Await responses from site agreeing before reconfirming budgets (if necessary)

Dept Admin

Dept Admin to confirm budget from original Budget Form as rec'd from Pre-Award at Award Setup

Dept Admin will raise PO# and send to **NHS Trust** or **ICHT** JRO - **imperial.admin_trustresearchcontracts@nhs.net**

Dept Admin **MUST ENSURE** a copy of the OID/mNCA and PO is sent to JRO Post Award team for **Audit Requirements**

Research Governance and Integrity (RGIT)

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

RGIT in receipt of OID

JRO Contracts

mNCA is negotiated between PI/ Study Team and **ICL** JRO Contracts team

ICL JRO Contracts will send fully executed **mNCA** to **PI/Dept Study Team** to arrange to for **Dept to** raise PO

ICHT JRO Team

REMIND THE PI/STUDY TEAM – OID GUIDANCE

In Appendix 2 of the OID: Finance Provisions - 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, along with the name and email of the Dept contact for ease of reference.**
- All invoice should be sent on a quarterly basis to: Account Payable Invoices - apinvoices@imperial.ac.uk (preferred method)
- Payments to be made by cheque or BACS Transfer are **not** possible and this section should be removed.

mNCA sent to **ICHT** JRO contracts team for review/ approval/signoff.

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 PI/Dept Study Team to arrange for Dept Admin to raise PO

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

JRO Grants Manager

JRO Post Award Team in receipt of PO#, mNCA and/or OID.

All must be uploaded to the Award Folder on JRO SharePoint for auditing purposes