SoECAT Process Map for Non-Commercial studies

START – Read all SoECAT notes on JRO webpage before commencing process

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 or other Trust of requirement to use Trust resource

Prepare study documentation
www.hra.nhs.uk/planning-and-improving-research/research-planning/prepare-study-documentation/

Click of Schedule of Events for non-Schedule commercial research, then SoECAT form

Download Template A for a study with five arms or fewer

Download Template B for a study with up to 15 arms

Complete as much of the SoECAT before submitting to the Trust

Dept Admin upload costs onto Worktribe **(Research Costs only)**
Check for member of AMRC and only include Research Costs A
Attach approved SoECAT

Dept & HoD Approval on Worktribe

PI **MUST** upload **SoECAT** onto Funder Portal as **Letter of Support** and name 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

IMPORTANT NOTE
SoECATs are required for all funders which will use NHS resources, even if it does not include excess treatment costs (ETCs).
This is because an AcoRD Trust specialist from our JRO Trust team, or LCRN if multi-site, MUST check for the attribution of costs and confirm whether a full SoECAT is required by completing section 12 of the Study Information on page 1 of the SoECAT.

CRN

Sign-off by **LCRN AcoRD Specialist** for **multi-sites** and single sites with ETCs
(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

Completing as much of the SoECAT in advance will help support the ICHT costing template

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

For multi-centre studies and single-centre studies **with** ETCs, SoECATs are signed off by the LCRN (see above).

For College-Sponsored studies using a single-site Trust **without** ETCs then sign off is only required by AcoRD Specialist within ICHT JRO.

ICHT JRO will support the PI/ Study Team in the completion of the SoECAT, as per national guidelines.
Where ICHT is not the Lead NHS Trust, PI/Study Team should complete as much of the SoECAT as possible before contacting ICHT JRO – **See note to right**

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

NOTE

College-sponsored studies where other single-site Trusts are being used, the Trust will require confirmation that the Sponsor has been involved in the completion process, as per national guidelines.
Email: c.khuoge@nhs.net
(and in absence Heidi.saunders@nhs.net)

RBHT SoECAT process - https://www.rbht.nhs.uk/research/researchers/research-funding/soecat

JRO Grants

JRO check Application against Worktribe Costs/Price and Portal then approve on Worktribe

Application submitted to funder

Awarded by funder and JRO validate costs

Follow OID or mNCA process