

Researcher's Checklist

For projects which are **NOT** a Clinical Trial of an Investigational Medicinal Product

For all CTIMP research please use the CTIMP checklist

Incomplete applications will mean a delay in approval of the project

Non – Commercially Funded Research	Tick if submitted
❖ Site-Specific Information (SSI) form. (in .xml and .pdf format to be emailed to the R&D Office) Signed / dated by the Principal Investigator <small>This has replaced the NHS R&D and Part C of the COREC form</small>	<input type="checkbox"/>
❖ CMT Approval: <ul style="list-style-type: none"> ○ Has CMT signed Q39 of the SSI Form? (or) ○ Provide written confirmation of CMT Approval 	<input type="checkbox"/>
❖ Peer-Review: Has the project been peer-reviewed?	<input type="checkbox"/>
❖ Protocol	<input type="checkbox"/>
❖ Parts A and B of the NRES Form (in .xml and .pdf format to be emailed to the R&D Office)	<input type="checkbox"/>
Commercially Funded Research (Non-CTIMP)	
<i>All of the above plus:</i>	
❖ 3 Copies of the Indemnity Agreement (one copy for R&D, one for the local investigator site file and one for the Sponsor)	<input type="checkbox"/>
❖ 3 Copies of the Statement of Agreement/Financial Agreement (one copy for R&D, one for the local investigator site file and one for the Sponsor)	<input type="checkbox"/>

Where LTHT is the Research Sponsor (for non-CTIMPs), we require a copy of the finalised documents which are to be submitted to the REC. We will endeavour to review and sign off the REC Form within 25 days of receipt of a valid application. It is the Chief investigators responsibility to allow sufficient time for R&D Approval before submission to the REC.

Please note there is an R&D Admin Fee for all Commercially Funded Research.