Process for gaining approval to run a non-portfolio study at Whittington Health NHS Trust

- Prior to this complete HRA decision tool to find out if your project is classified as research requiring this process http://www.hra-decisiontools.org.uk/research/
- If your project is classified as research apply for HRA approval prior to following these steps

If in doubt or for guidance on the HRA process email contact.noclor@nhs.net

Engage with the Whittington's research support service, Noclor, to discuss the potential new study through contact.noclor@nhs.net

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Site confirmed for new study requiring Capacity & Capability (C&C) review

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Sponsors study team to submit full document pack to Noclor: contact.noclor@nhs.net

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Noclor will complete the relevant checks and request site information to inform the assessment of C&C

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Once complete, Noclor will request approval from the relevant ICSU Clinical Director and once approved by CD (& if needed, contract signed) C&C is issued

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Once the Sponsor has received the confirmation of C&C email from Noclor and all required documents they will issue a greenlight email – the study can then officially begin

Whilst this is happening you might need to;

- Speak with clinical departments (this will be ongoing from prior to the official C&C assessment beginning)
- Set-up a site file (if one isn't provided by the Sponsor)
- Set date for Site Initiation Visit (SIV) if applicable