**JRMO document submission checklist (research studies)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Investigator** |  | **Sponsor** |  |
| **Study Title** |  | **IRAS ID** |  |
| **EDGE Number *(if known)*** |  | **Worktribe number ( if applicable )** |  |
| **Governance Officer *(if known)*** |  | **Costing officer *(if known)*** |  |
| **Applying for portfolio eligibility?** | If yes, please complete IRAS 5(b) | **Speciality** |  |
| **Division** |  |
| **Will Barts Health NHS Trust be a site?** | If yes, specify locations: | **External vendors or collaborators** |  |

All documents listed below as “essential” are part of the “valid” document set – This set must be submitted to [research.governance@qmul.ac.uk](mailto:research.governance@qmul.ac.uk) to initiate the sponsorship/governance review. Documents listed as “where applicable” or “essential but can be supplied during review” maybe provided during the governance review. Further guidance on the items listed can be found at the end of this document.

.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document (\*see guidance)** |  | **Tick if included in submission** | **Comment (if not applicable then please state reason)** |
| IRAS form | *Essential* | ☐ |  |
| Sponsor to CI sponsorship agreement | *Essential but can be supplied during review* | ☐ |  |
| Research Protocol | *Essential* | ☐ |  |
| Participant Information Sheet(s) | *Essential* | ☐ |  |
| Consent form(s) | *Essential* | ☐ |  |
| Study Costs:  Funded Projects:  JRMO completed costings  Funding Award Letter  or  Unfunded Projects:  Signed ‘Approval for Non-Funded Projects: New Studies’ | *Essential* | ☐ | *Only supply with worktribe number.*  *If using existing money then provide PI account number and breakdown of costs based on protocol.*  *Or*  *Complete ‘SOP 12a AD4 Approval for Non-Funded Projects: New Studies’ where no costs have been identified* |
| HRA Organisation Information Document (OID) | *Essential\** | ☐ | *\*Not applicable for Barts Health sponsored studies with only Barts health as a site.* |
| HRA SoECAT (Schedule of events cost attribution template) | *Essential\** | ☐ | *\*Not applicable for Barts Health sponsored studies with only Barts health as a site.*  [*https://www.nihr.ac.uk/documents/etc-soecat-guidance/11483*](https://www.nihr.ac.uk/documents/etc-soecat-guidance/11483) |
| Scientific peer review | *Essential* | ☐ |  |
| Sponsor Data Protection Impact Assessment (DPIA) pre-screening form ( including evidence of submission to the DPIA/IG team) | *Essential* | ☐ |  |
| Departmental Authorisation | *Essential but can be supplied during review* | ☐ |  |
| Curriculum Vitae of CI | *Essential* | ☐ |  |
| Evidence of training for CI | *Essential but can be supplied during review* | ☐ |  |
| Declaration of “no cost form” | *Where applicable* | ☐ | *Complete where no costs have been identified* |
| Funding / Award letter | *Where applicable* | ☐ |  |
| MTA/Data Transfer Agreements | *Where applicable* | ☐ |  |
| Validated questionnaire | *Where applicable* | ☐ |  |
| Non-validated questionnaire | *Where applicable* | ☐ |  |
| Interview topic guides | *Where applicable* | ☐ |  |
| Advertising material | *Where applicable* | ☐ |  |
| Evidence of appropriate translation | *Where applicable* | ☐ |  |
| Any other study-specific documents or other regulatory approvals as identified on IRAS Form | *Where applicable* |  |  |
| Support department approval (e.g. use of labs) | *Where applicable, essential but can be supplied during review* | ☐ | *Not required except when there is radiology* |

**Guidance**

**All documents that will be submitted to the REC and HRA should be submitted. All documents should be submitted in word format (editable format) and in draft form.**

|  |  |
| --- | --- |
| IRAS form | Main application form that constitutes application to regulatory bodies found here: <https://www.myresearchproject.org.uk/>. To be submitted for sponsorship in draft PDF.  Further guidance- <http://www.jrmo.org.uk/performing-research/conducting-medical-research/setting-up-a-study/iras-form-guidance/> |
| Conditions of Sponsorship | Available at: <http://www.jrmo.org.uk/about-us/standard-operating-procedures-sops/jrmo-only-sops/> as Associated documents for both SOP 12a and SOP12b |
| Research Protocol | On relevant JRMO template. See <http://www.jrmo.org.uk/performing-research/standard-operating-procedures-sops/> for templates. This is mandatory and should have a date and version number. |
| Participant information sheet(s) (PIS) | Where applicable. For all that involve prospectively recruiting patients or healthy volunteers. HRA guidance available at <http://www.hra-decisiontools.org.uk/consent/>  *If a multisite studies please submit without local headers so it can be adapted at each site. For single site the documents should be localised to site.* |
| Consent form(s) | Where applicable. For all that involve prospectively recruiting and consenting patients or healthy volunteers. HRA guidance available at <http://www.hra-decisiontools.org.uk/consent/>  *If a multisite studies please submit without local headers so it can be adapted at each site. For single site the documents should be localised to site.* |
| HRA OID  And  HRA SoECAT | Not applicable for Barts Health sponsored studies with only Barts health as a site. This must be completed for Queen Mary sponsored studies with Barts Health as a site. All multi-site studies will need this completing.  Guidance and documents can be access via - <https://www.myresearchproject.org.uk/help/hlpsitespecific.aspx#UK-Local-Information-Pack-OID> |
| Sponsor Data DPIA pre-screening form (including evidence of submission to the DPIA/IG team) | See SOP 16a Data protection for full details, procedure, and pre-screening form. Forms should be submitted to the appropriate sponsor IG team: [bartshealth.infogov@nhs.net](mailto:bartshealth.infogov@nhs.net) or [data-protection@qmul.ac.uk](mailto:data-protection@qmul.ac.uk) prior to submission to the JRMO. Both the form and submitting email should be part of this submission to the JRMO. Please allow sufficient time for the DPIA/IG team to respond. |
| Scientific peer review | Please follow SOP 14 Peer Review. Ideally external and independent review of the protocol. If external funding awarded this is accepted. Please include evidence that you have reviewed and implemented change suggestions or evidence of correspondence with reviewer to justify why not. |
| Departmental authorisation | Please follow SOP 14 Peer Review. Letter/email authorisation of appropriate person within the department in which the research will take place. |
| Costings and Contracts | If you wish to discuss a study budget, please contact the JRMO- [jrmo-helpdesk-preaward@qmul.ac.uk](mailto:jrmo-helpdesk-preaward@qmul.ac.uk). If there are no costs an Approval for Non-Funded Projects (New Studies) Form is to be completed. Form available at: <http://www.jrmo.org.uk/about-us/standard-operating-procedures-sops/jrmo-only-sops/>. For Queen Mary University of London researchers only: Please see following link to the online costing questionnaire: <https://webapps2.is.qmul.ac.uk/ecosting/> |
| Approval for Non-Funded Projects (New Studies) Form | Only complete where you may think there are no costs associated with setting up and delivering the study. Form available at: <http://www.jrmo.org.uk/about-us/standard-operating-procedures-sops/jrmo-only-sops/> |
| Curriculum Vitae | Chief Investigator signed and dated. |
| Evidence of training | GCP or RGF training. To book please see: <http://www.jrmo.org.uk/news-and-training/training/> |
| Validated questionnaire | Evidence of the copyright |
| Pathology approval | Needed when there is central Barts Health Pathology involvement in protocol. Please contact: [bartshealth.ResearchPathology@nhs.net](mailto:bartshealth.ResearchPathology@nhs.net) |
| Evidence of appropriate translation | It may be necessary to translate some of your study documents in order to open the study in other countries, or to recruit participant groups who do not speak English. Translated documents must be accompanied by:   * A translation certificate or other suitable evidence from the organisation completing the translation. * Back-translation evidencing that the meaning of the text has not changed.   Any translated materials that will be given to participants must also be submitted to, and approved by, the REC.  The study team should discuss the proposed method of translation with the JRMO to confirm its suitability. |
| Barts Health Novel Systems approval | Assess if any new system is being introduced which will be connected to the Barts Health NHS Trust environment.  New systems need to be approved by ICT via the New Initiatives process Barts Health ICT. All ICT systems should be compliant with Trust ICT standards, which are available from the following link:[Barts Trust Standards](https://weshare.bartshealth.nhs.uk/download/ict-infrastructure-standards-version-nov-2022-2pdf.pdf?ver=51887&amp%3Bdoc=docm93jijm4n23204)  Contact [Bartshealth.Initiatives@nhs.net](mailto:Bartshealth.Initiatives@nhs.net) for further information. |