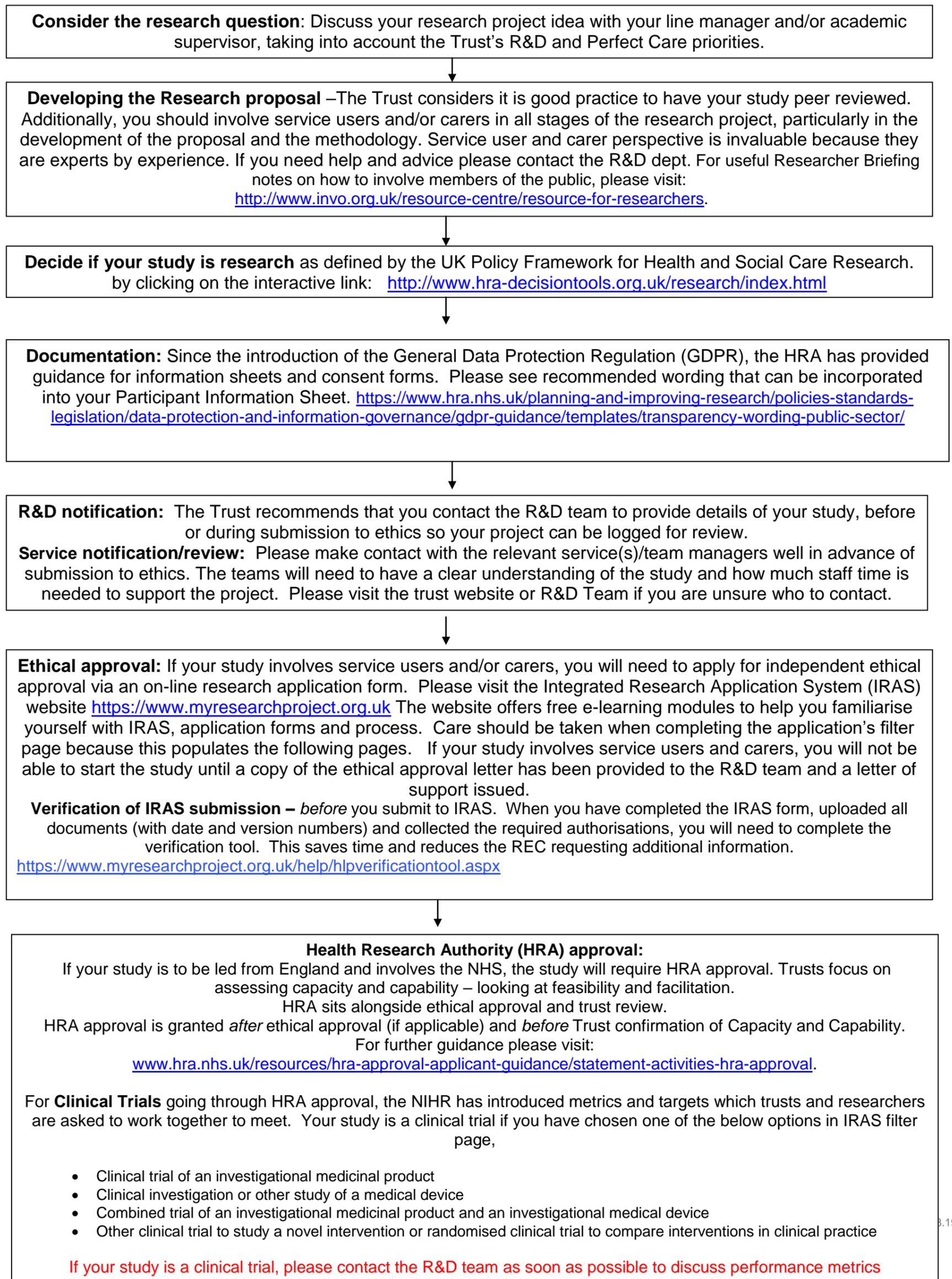


Research Review Process

You must obtain the *Confirmation of Capacity and Capability* email from the R&D department BEFORE any research recruitment activity takes place



Student studies involving only staff:
Please notify the R&D team of your study. They may be able to link you to a key member of staff within the service(s). If the study is only taking place in **one** organisation (Mersey Care NHS Foundation Trust) then it can be reviewed outside of ethics and HRA approval process and an IRAS application is **not** required. If the study involves more than one trust, then you will need HRA approval via IRAS. Please see the attached Checklist of documents.

Non student studies involving only staff:
This type of study does **not** require ethical approval, but if it involves NHS sites led from England you will need to obtain HRA approval via IRAS. Please notify the R&D Team of your study and they may be able to link you with a key member of staff within the service(s). The project will be logged for review once HRA approval has been granted. These studies will require HRA approval but not ethics. Please see the attached Checklist of documents.

NHS review is sometimes referred to as 'Local Set Up' or 'Assess, Arrange and Confirm'. Please contact the R&D Team to make them aware of your study. A local information pack (Checklist of Documents) should be sent by email to the R&D Team. Receipt of the documents will activate trust review. During this time contracts may need to be agreed and exchanged, supplies of any medicinal products will need to be ordered and provided to the trust and site initiation visits may take place. . The study will be logged and issued with a trust identification number and the department and services will review the practicalities and feasibility of carrying out the study. Once all regulatory approvals are in place (if applicable) and the relevant service/team has confirmed support, the R&D department will issue a *Confirmation of Capacity and Capability email*. You must obtain the *Confirmation of Capacity and Capability* email from the R&D department **BEFORE** any research recruitment activity takes place. You may be asked to provide a short summary in layman's terms for the R&D newsletter and/or Trust website.

External researchers accessing the Trust: All external researchers should discuss with the R&D Team the need for Research Passports, Honorary Research Contracts or Letters of Access *before* any project starts. Proof of a DBS checks may be required and you may need to attend Trust inductions for certain sites. Further information concerning these issues can be obtained from the R&D Team.

Recruitment data target: If your study is an 'adopted' study and eligible for NIHR adoption, you will be expected to upload monthly recruitment figures to the Central Portfolio Management System. Please discuss with your local Clinical Research Network (CRN). Providing recruitment data and updates is a condition of ethical and HRA approval. Please see HRA guidance. **If you are struggling to achieve your recruitment target within the given timeframe, please inform the R&D team as soon as possible.**

Amendments: If you plan to make an amendment to your research study, you will need to determine whether you need to notify the review bodies and inform the R&D team. Please see the amendment guidance on the IRAS and HRA websites:
<https://www.myresearchproject.org.uk/help/hlpamendmentsresearch.aspx>
<https://www.hra.nhs.uk/approvals-amendments/amending-approval>

Annual monitoring and recruitment data: All studies will be monitored annually. It is a condition of ethical and HRA approval that feedback is provided.

Completion and dissemination: At the end of your study the trust will ask you to complete a short feedback form. The research findings will be shared with the relevant service(s).
Dissemination to research participants It is good practice to disseminate the results of research to research participants, who have kindly given up their time to be involved, and contributed to the study. Research findings may be disseminated in article, report or presentation form; the format should be accessible and appropriate for all participants, and in a timely manner after the study has finished. Please refer to the [HRA guidance on information at the end of study](#).

And FINALLY, thank you for choosing Mersey Care NHS Foundation Trust to be part of your research.
Research&developmentteam@merseycare.nhs.uk

You must obtain the *Confirmation of capacity and capability* email before any research recruitment activity takes place