The Flowchart of actions below compliments the sponsorship arrangements and responsibilities established by Research & Commercial Services and information can be found at www.rcs.bham.ac.uk/staff/researchers/trials/shtml.

Clinical Trial Application Flow Chart for Processes in Treasury Management (Overseas Trials)

**Principal Investigator (PI) raises an application for Research Project**

- **CT Application Protocol or NRES form**
- **CT09 Questionnaire**
- **Patient Information Sheet (where applicable)**
- **Patient Consent Form (where applicable)**

All received in Finance Office to start Process for Insurance Approval

Documents referenced and input on Access database and Excel spreadsheet (Hard copy and email records also set up)

Enquiries regarding which overseas location is proposed

- **Principal Investigator (PI) to expand information here**
- **RCS to carry out the Governance process**

Information supplied by PI and RCS sent to Insurers All application details and additional information re. countries proposed

**YES**

- Confirmation by email
- Notify RCS and PI or Trial Co-ordinator
- Our database and Excel sheet updated and hard copy. Our files also noted

**NO**

- Further information required
- Refer back to PI or Trial Co-ordinator or RCS
- Further information from PI or Trial Co-ordinator or RCS
- Information back to Insurers
- Confirmation received
- Notify RCS and PI and Trial Co-ordinator
- Our database and Excel sheet updated and hard copy. Our files also noted