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 (UK based)

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)

Liaison with RCS to establish who is the sponsor of project

University – RCS Governance processes apply

NHS – Indemnity Governance processes and evidence sought

Pharmaceutical Co – Indemnity Governance processes and evidence sought

The information provided by RCS at B is sent to Insurers together with Application Documents at A – by email

PI

Confirmation by email

Notify RCS and PI or Trial Co-ordinator

Our database and Excel sheet updated and hard copy. Our files also noted

Further information required

Refer back to PI or Trial Co-ordinator

Further information from PI or Trial Co-ordinator

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