To all Clinical Medical Sciences Departments

Dear all,

We are aware that the process for gaining approval for the submission of research grant applications is, in some cases, becoming more complex particularly when:

a) The application involves clinical research (research involving patients, healthy volunteers or human tissue) and therefore requires Sponsorship by the University of Oxford
b) The application includes costs for the Oxford University Hospitals NHS Foundation Trust (OUHFT)
c) The application includes costs for the University but requires submission by OUHFT

Within this document guidance has been provided on each of these three topics along with accompanying flow diagrams (found in the final three pages).

a) Applications involving clinical research and requiring the University of Oxford to act as 'Sponsor'

The ‘Sponsor’ takes legal responsibility for the initiation and management of, and provides insurance for, the clinical study. The University usually assumes Sponsorship when a University employee has designed the study and is acting as the Chief Investigator. The University must actively consent in writing if it is to act as Sponsor.

It is important that grant applications requiring confirmation at initial application stage that the University of Oxford will act as Sponsor are seen by the University’s Clinical Trials and Research Governance (CTRG) team before they are sent to Research Services Medical Sciences grants team for review and final approval. The application should be sent to CTRG’s administrator, Karl Shepherd, in the first instance. Karl will forward the application to the relevant member of the CTRG team for review. If it is agreed that the University is happy to act as Sponsor Heather House will sign the application to confirm this is the case. The completed application (with Heather’s signature) and associated X5 costing should then be sent to Research Services for review and final approval *at least 5 working days ahead of the funder’s deadline.

E-mail Karl on karl.shepherd@admin.ox.ac.uk or telephone (01865) 572221

For more information on Clinical Trials and Studies and the CTRG team please see http://www.admin.ox.ac.uk/researchsupport/ctrg/

b) Applications that include costs for OUHFT

Costs for OUHFT must be agreed by the Trust R & D Finance team. Shenaz Mowat or John White should be contacted *at least 5 working days ahead of the application being sent to Research Services (i.e. 10 working days ahead of the funders’ deadline) so the OUHFT cost element can reviewed and approved. If this timeframe cannot be met, the Trust will request confirmation from your Head of Department that any shortfall in funding to OUHFT will be met by the Department.

Once approval has been given the Trust costs should be added to the application. The application should be sent to Research Services for review and final approval *at least 5 working days ahead of the funder’s deadline.

Please liaise directly with Shenaz (Shenaz.Mowat@ouh.nhs.uk ) and John (John.White@ouh.nhs.uk ) in the Trust finance office regarding OUHFT costs. The team can also be e-mailed on Randd.costings@nhs.net
c) Applications that include University costs but require submission by OUHFT – e.g. NIHR “Research for Patient Benefit” scheme

The application should be sent to Shenaz Mowat or John White in the OUHFT finance team *at least 10 working days ahead of the funder’s deadline*. Shenaz or John will review any OUHFT costs requested and also confirm that it is acceptable if no costs have been included for the OUHFT, liaising with the Department Administrator/PI as necessary.

The application and the associated X5 costing should still be sent to Research Services *at least 5 working days ahead of the funder’s deadline* so the proposal and the University costs can be reviewed and approved as usual. Research Services will confirm to OUHFT when they are happy for the application to be submitted and OUHFT will submit.

Please liaise directly with Shenaz ([Shenaz.Mowat@ouh.nhs.uk](mailto:Shenaz.Mowat@ouh.nhs.uk)) and John ([John.White@ouh.nhs.uk](mailto:John.White@ouh.nhs.uk)) in the Trust finance office regarding OUHFT costs. The team can also be e-mailed on [Randd.costings@nhs.net](mailto:Randd.costings@nhs.net)

* Please may we ask that you take careful note of the timings involved as these are crucial to obtaining approval for your grant application to be submitted to the funder.

If you have any comments on the above please do let me know.

Gill Rowe
On behalf of the Joint Research Office
a) Applications involving clinical research

Does the application involve clinical research that will be carried out at the University of Oxford and therefore require the University to act as 'Sponsor'?

YES

Send application to Karl Shepherd (CTRG) in the first instance

CTRG will review the application and agree/decline that the University will act as sponsor, liaising with the PI as appropriate. If agreed, Heather House will sign as Sponsor on behalf of the University

Send completed application, with Heather House’s signature, and the associated X5 costing to Research Services at least 5 working days ahead of the funder’s deadline for submission

NO

Completed application and associated X5 costing should be sent to Research Services at least 5 working days ahead of the funder’s deadline for submission

Research Services review the application, liaising with DA/PI if appropriate, and give final approval for submission.
b) Applications including costs for OUHFT

Does the application include costs for Oxford University Hospitals NHS Foundation Trust?

YES

E-mail proposed OUHFT costs to Shenaz Mowat or John White at least 10 working days ahead of the funder’s deadline. Shenaz or John will review and approve them within 5 working days.

Please note it is very important that your request for approval of Trust costs is made in good time.

Add OUHFT costs to application and include OUHFT on the X5 costing as a collaborator. Send Shenaz's or John’s confirmation of the costs with the documentation sent to Research Services.

Completed application and associated X5 costing should be sent to Research Services at least 5 working days ahead of the funder’s deadline for submission

NO

Completed application and associated X5 costing should be sent to Research Services at least 5 working days ahead of the funder’s deadline for submission

Research Services review the application, liaising with the DA/PI if appropriate, and give final approval for submission
c) Applications requiring submission to the funder by OUHFT (E.g. applications to the NIHR 'Research for Patient Benefit' scheme)

Does application require submission to the funder by Oxford University Hospitals NHS Foundation Trust?

**YES**

Send application to Shenaz Mowat or John White in the OUHFT finance team at least 10 working days ahead of the funder's deadline. Shenaz or John will review any OUHFT costs requested and also confirm it is acceptable if no costs have been included for the OUHFT, liaising with the DA/PI as appropriate.

Application and associated X5 costing should be sent to Research Services at least 5 working days ahead of the funder's deadline for submission.

RS review and approve application and University costs, liaising with DA/PI as appropriate.

RS confirm to OUHFT that they are happy with application and University costs, OUHFT submit.

**NO**

Application and associated X5 costing should be sent to Research Services at least 5 working days ahead of the funder's deadline for submission.

RS review and approve application and University costs, liaising with DA/PI as appropriate.