**Pre- Sponsorship Review Panel**

**Submission Checklist, Version 5.0 dated: 19 July 2023**

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| --- | --- | --- | --- | --- |
| **Document** | **Version** | **Dated** | **Doc no.** | **Included Y/N** |
| Completed draft IRAS [[1]](#footnote-1) form  |  |  |  |  |
| Research Protocol[[2]](#footnote-2)  |  |  |  |  |
| Participant Information Sheet and Consent Form(s) * Please ensure HRA Transparency Wording is included on PIS: [Transparency wording for all sponsors - Health Research Authority (hra.nhs.uk)](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/data-protection-and-information-governance/gdpr-guidance/templates/transparency-wording-for-all-sponsors/)[[3]](#footnote-3)
 |  |  |  |  |
| All other participant facing and recruitment materials: Invitation to participate letters/ messages / Advertisements |  |  |  |  |
| GP Letter template, if applicable |  |  |  |  |
| Student research toolkit, (if relevant), to confirm eligibility: [Student research toolkit - Health Research Authority (hra.nhs.uk)](https://www.hra.nhs.uk/planning-and-improving-research/research-planning/student-research/student-research-toolkit/) |  |  |  |  |
| HRA REC Proportionate review toolkit (if relevant) to confirm full or proportionate review.: ([Applying to a Research Ethics Committee - Health Research Authority (hra.nhs.uk)](https://protect-eu.mimecast.com/s/VUCHCvZ9NFlB97wcQukNE?domain=hra.nhs.uk/)) |  |  |  |  |
| Interview schedules, topic guide, interview questions or questionnaire  |  |  |  |  |
| Non-validated questionnaire(s) (validated questionnaires are NOT required) |  |  |  |  |

The Following documents will not be reviewed by the Panel but are required to be submitted to assess PSRP eligibility.

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| **Document** | **Included? Y/N** |
| Summary CV for Chief Investigator (indicating substantive employer[[4]](#footnote-4)) |  |
| SoECAT confirmation that a completed SoECAT has been submitted to the CRN. (could be an email, or copy of SoECAT front page) or Schedule of Events (non-portfolio studies) |  |
| Evidence of Funding/ Letter of support as applicable |  |
| **Sponsor Support in Principle**: Evidence of support of Intended Sponsoring Organisation (e.g an Email from the Head of R&D / Research Governance Representative) |  |

This is the minimum set of documents required by the PSRP. Individual sponsors may have their own specific requirements that will need to be provided for the subsequent stage of review.

Documents should be sequentially numbered within their file name and version control identified in their footer.

**All queries and submissions to** **psrp@sussex.ac.uk**

1. <https://www.myresearchproject.org.uk/Signin.aspx> [↑](#footnote-ref-1)
2. <http://www.hra.nhs.uk/hra-training/tools/> [↑](#footnote-ref-2)
3. [Transparency wording for all sponsors - Health Research Authority (hra.nhs.uk)](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/data-protection-and-information-governance/gdpr-guidance/templates/transparency-wording-for-all-sponsors/) [↑](#footnote-ref-3)
4. <https://www.myresearchproject.org.uk/help/help%20documents/Honorary-research-contracts-principles-and-legal-requirements_Final.pdf> (Section 2) [↑](#footnote-ref-4)