

Completing an IRAS SSI Form

Authorisations required prior to submission to the RNHRD:

Question 39 – You need to add enough authorisation sections to cover the following (see notes below on submitting an application):

- **Type of authorisation:** Data Protection
Hayley Sewell – Director of Governance,
RNHRD,
Upper Borough Walls
BATH BA1 1RL

Email: Hayley.sewell@rnhrd.nhs.uk
Tel: 01225 465941 ext. 366
- **Type of authorisation:** Head of Department / Service Lead
Complete this as appropriate to your project.
- **Type of Authorisation:** R&D Approval (authorisation signature only provided after full approval granted ie not required on submission but section must be added to SSI)
Jane Carter - R&D Manager
RNHRD
Upper Borough Walls
BATH BA1 1RL
Email: Jane.Carter@rnhrd.nhs.uk
Tel: 01225 481156 Ext. 201
- **Type of Authorisation (if applicable):** Clinical Measurement / Radiology
Dr Jacqueline Shipley – Head of clinical measurement & Imaging
RNHRD
Upper Borough Walls
Bath BA1 1RL

Email: jacqueline.shipley@rnhrd.nhs.uk
Tel: 01225 473413
- **Type of Authorisation (if applicable) :** Serology Department (BIRD)
Juliet Dunphy – Biomedical Scientist
Bath Institute for Rheumatic Diseases
1 Trim Bridge
Bath
BA1 1HD
Email: Julietdunphy@birdbath.org.uk
Tel: 01225 428450

Submitting an application for R&D Approval – A brief guide.

Prior to submission, download a Data Protection Form from the Mintranet / Website and complete electronically. Send to Hayley Sewell, Data protection authority (Hayley.sewell@rnhrd.nhs.uk) together with the SSI page containing her authorisation and a copy of your protocol.

- All signed original forms: - SSI & Data Protection Form to be sent to Janine McCaulder-Ojeda, R&D Office with authorisation signatures. Please obtain authorisation signatures before the R&D meeting, wherever possible, to avoid delays but a project may gain conditional approval if any are not available at that time. R&D manager will only sign after full approval granted.

- An electronic copy of :-
 - SSI form and Ethics form (include copy of signed Declaration by the - Sponsor's Representative page if sponsor is not RNHRD)
 - Protocol
 - Patient information Sheet
 - GP/Consultant information Sheet
 - Patient Consent Form
 - Questionnaires (as applicable)
 - Interview schedules (as applicable)
 - Letter of invitation and any other relevant documents

Send to Janine McCaulder-Ojeda (Research Governance facilitator Janine.mccaulder-ojeda@rnhrd.nhs.uk copied to Jane Carter, jane.carter@rnhrd.nhs.uk) by 5pm on the 2nd Monday of the month. R&D meetings are held every 3rd Tuesday of the month (excluding August).

Only electronic copies are necessary for this R&D deadline. Allowing a further week to obtain signatures if required please ensure copies are with the R&D Office the day before the meeting.