

PCCIU-R Protocol Submission Process

First point of contact then considering a new submission:

Ms Katie Wilde(researchapps@abdn.ac.uk)

Final version of draft protocol to be submitted for the attention of Professor P Hannaford (researchapps@abdn.ac.uk) by lead applicant for peer review (this takes approximately 4-5 weeks)

Peer reviewers' comments collated and emailed to lead applicant. All reviewers' comments to be addressed in revised protocol and separate letter by applicants and resubmitted (ideally within 4 weeks of receipt of peer reviewers' comments) to Professor P Hannaford (as above)

Customer Agreement generated by the University of Aberdeen and issued to lead applicant (within 3 weeks of receipt of final version of protocol)

Invoice generated by the Centre of Academic Primary Care, University of Aberdeen and sent to lead applicant (within 3 weeks of receipt of final version of protocol)

The signed Customer Agreement is returned by the applicant's institution to the University of Aberdeen.

NB: No data release will be permitted until the signed Customer Agreement has been received.

On receipt of payment to the University of Aberdeen, the data are released using File Transfer Process.

NB: A period of 4-8 weeks can often elapse between the receipt of an invoice by the applicant's institution and the University of Aberdeen receiving payment. This should be borne in mind by applicants when planning their project timetable.