**Full permissions (local) pathway

Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **To DO** | **In progress** | **Date** | **Done** |
| 1. Contact your Sponsor.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Contact DaSH to discuss your project requirements.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Submit a Project Initiation Document (PID) to DaSH.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Complete [Information Governance Training](https://bygsystems.net/mrcrsc-lms/).
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Gather all required supporting documentation for Sponsorship:
 |  |  |  |
| * Protocol (for UoA/NHSG *employees a non-CTIMP* template is available [here](https://www.abdn.ac.uk/grampian-research-office/sops/index.php))
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Complete [IRAS application form](https://www.myresearchproject.org.uk/Signin.aspx) for NHS Ethics and/or NHS R&D permission (submitted as full dataset PDF document) \*
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Organisation Information Document (OID) - a guidance document is available [here](https://myresearchproject.org.uk/help/help%20documents/Guidance_Organisation_Information_Document__Non-Commercial_v1-2.pdf). For UoA and NHSG sponsored studies, templates are available [here](https://www.abdn.ac.uk/grampian-research-office/planning-research/local-information-pack-128.php#OID%20Templates).
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Data Linkage Plan (created by DaSH after the initial meeting)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Data Specification File (created by DaSH after the initial meeting)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Specific Data Management Plan (created by DaSH after the initial meeting)
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Evidence of Information Governance Training
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Signed and Dated CVs of researchers
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Evidence of Funding
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Evidence of Independent Peer review:
* *If External Funding: Evidence of peer review and funding is sufficient.*
* *If Internal Funding: Two separate peer reviews by independent experts required.*
 | Choose an item. | Click or tap to enter a date. |[ ]
| * Participant Information Sheet (PIS) and Informed Consent form, if applicable (templates available for UoA/NHSG studies [here](https://www.abdn.ac.uk/grampian-research-office/sops/index.php)).
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. After Sponsorship confirmation, submit application with supporting documents for NHS R&D and NHS Ethics review via [IRAS](https://www.myresearchproject.org.uk/Signin.aspx), copying DaSH.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Obtain (via email) and complete the NHSG CG application form.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Submit the NHSG CG application and supporting documentation via email, copying DaSH.
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Provide evidence of favourable ethical opinion and NHSG CG approval to NHSG R&D.\*\*
 | Choose an item. | Click or tap to enter a date. |[ ]
| 1. Contact DaSH with final approval documents.
 | Choose an item. | Click or tap to enter a date. |[ ]
| **NOTES** |
| \*Apply for IRAS approval before Sponsorship. Your Sponsor will guide you on the process and documents needed. |
| \*\*NHSG R&D would not grant permission without NHS Ethics and NHSG CG approval evidence. |
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