**Clinical Research & Innovation Office, Sheffield**

**Project Registration Form**

To ensure the Sheffield Clinical Research & Innovation Office has the necessary information to register your research project and help you with your application, please complete the following form and email as an attachment to: [ResearchAdministration@sth.nhs.uk](mailto:ResearchAdministration@sth.nhs.uk)

**Registration is the first step towards Confirmation of Capacity and Capability by the Director of R&D, without which no study on STH premises, involving STH patients, staff or their data may begin (UK Policy Framework for Health and Social Care Research 2017).**

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| 1. | **Full title** of project: |
| 2. | **STH Principal Investigator:**  **(Please note a local STH contact is required for all studies taking place at STH)**  Name and Title:  Job Title:  Employer:  Group:  Primary Directorate:       Sub Directorate:  Address:  Telephone:       Mobile:       Email: |
| 3. | **Please name the Sponsor Organisation:** |
| 4. | **Please name the Funding Organisation of the study**:  **Study Type:**  Commercial  Commercial Grant  Grant  Unfunded  Investigator / Directorate Account  **If this is a non-commercially sponsored study please complete the following questions:**  **Does the funding for this study involve a grant application?**  Yes  No  If yes, please provide the funding status:  Pre-Application  Applied  Successful  If the study involves a grant application is STH NHS FT:  Co-applicant  Lead applicant |
| 5. | **STH Participation**  Lead-site, single centre  Lead-site, multicentre  Participating site  Patient Identification Centre  Continuing Care Site |
| 6. | **Project Type**  See Question 2 guidance at <https://www.myresearchproject.org.uk/Help/IrasFilterGuidance.aspx> for definitions  Clinical trial of an investigational medicinal product  Clinical investigation or other study of a medical device  Combined trial of an investigational medicinal product and an investigational medical device  Other clinical trial or clinical investigation  Basic science study involving procedures with human participants  Study administering questionnaires/interviews for quantitative analysis, or using mixed quantitative/qualitative methodology  Study involving qualitative methods only  Study limited to working with human tissue samples, other human biological samples and/or data *(specific project only)*  Study limited to working with data *(specific project only)*  Research tissue bank  Research database |
| 7. | **Accrual contact**  To assist in accurate accrual data and timely invoicing, please include details of the study team member who will be responsible for reporting study recruitment:   |  |  | | --- | --- | | Name: | Email: | |
| 8. | **Registration Contact Details**  To assist communication with the study team, please include details to whom correspondence should be copied:     |  |  | | --- | --- | | Name: | Email: | | Name: | Email: | | Name: | Email: | |
| 9. | **Other Collaborators**  To ensure all Directorates are notified of the registration of this study, please include details for any other directorates which should be included in the registration email:   |  |  | | --- | --- | | Directorate: | Email: | | Directorate: | Email: | | Directorate: | Email: | |

**What Happens Next**

On registration of your project, a Confirmation of Registration email will be sent to the persons named on this form.

Please make contact with your Clinical Research & Innovation Office Coordinator soon after project registration to arrange a Study Set-up Meeting. We recommend that the meeting is undertaken at the earliest possible opportunity, to ensure that you can take full advantage of the design and statistics support and costing services available prior to institutional sign-off and the grant submission deadline.

Please note that all grant applications require institutional signoff, in accordance with the STH Scheme of Delegation, prior to submission to the funding body, with large applications requiring sign-off by the Director of Finance and the Trust Executive.