Setting up a research project – main steps

Researcher discusses research project with RD&I Division. Email: <u>Velindre.R&DOffice@wales.nhs.uk</u> to start discussions

Researcher completes application forms & creates supporting docs (information sheets, questionnaires etc)

Researcher submits research application to the RD&I Division

RD&I Division send the research application to all relevant Velindre support departments for review

Research application discussed at Trials Operational Group (if applicable) or WBS RD&I Division Project Review meeting (monthly meetings) – the Researcher may be asked to attend to answer any questions

RD&I Division signs contract (if applicable) and confirms capacity and capability

Researcher submits application to Health & Care Research Wales (HCRW),
Research Ethics Committee (REC) & any other NHS organisations involved (if
applicable) –submissions can happen in parallel with the Velindre R&D
submission to speed up the process

HCRW, REC & other NHS organisations (if applicable) approve the study and issue approval letters.

Sponsor gives the greenlight for study to start. Research activities can now begin

