**Template email for sponsors to share the Local Information Pack with participating NHS organisations in Scotland**

**Guidance**

For Scotland there is no requirement to resend the documents submitted with the IRAS Form. The NRS Permissions Coordinating Centre (NRS Permissions CC) will have made these available to the R&D offices of the participating NHS organisations.

To share the Local Information Pack, the Sponsor must email using this template and listed documents to NRS Permissions CC (nhsg.NRSPCC@nhs.net). NRS Permissions CC will make the Local Information Pack available to the participating NHS organisation(s) in Scotland including R&D (who share with the research team) and network/specialty groups as relevant. The template email, and associated documents, for a number of participating NHS organisations in Scotland can be grouped and sent to NRS Permissions CC in one email or individually as available. Please see [IRAS Help](https://www.myresearchproject.org.uk/help/hlpsitespecific.aspx) for more information.

It remains the Sponsor responsibility to ensure the final approved documentation is available for the research teams to start the study.

**Template email**

**From:** Sponsor organisation

**To:** nhsg.NRSPCC@nhs.net

**Subject:** IRAS [Insert IRAS ID]. Provision of local information pack

**Body of email:**

Dear NRS Permissions Coordinating Centre,

**RE: IRAS [Insert IRAS ID], [Insert study Title]. Provision of local information pack.**

In relation to the above referenced study, please find attached the localised Organisation Information Document(s) and listed documents for onward sharing as part of the Local Information Pack.

|  |  |  |
| --- | --- | --- |
| **Document**  | **Version (where applicable)** | **Date (where applicable)** |
| Localised Organisation Information Document – if providing the localised Organisation Information Document for more than one participating NHS organisation in Scotland please list all the organisations. |  |  |
| Delegation log if applicable to this study type – or indication of when the delegation log will be shared.When sharing the delegation log list any known members of the research team. Delegation logs are completed and signed during study set up. |  |  |
| Any other documents that the sponsor wishes to provide to the site to support the set up and delivery of the study |  |  |

Please contact [insert appropriate sponsor contact details for discussion to support study set up] if you have any questions or need to discuss any points related to the set-up of this study.

[Insert any specific points/actions that need to be communicated that NHS organisations need to know in order to set up the study]

Kind regards

[Sponsor organisation]