Gaining NHS permission for clinical research
A guide for researchers

Who to contact:
All enquiries should be directed to the NIHR CSP Helpdesk:
crncc.csp@nihr.ac.uk

More information on Comprehensive Local Research Networks can be found at:
www.crncc.nihr.ac.uk/index/networks/comprehensive

To find out which CLRN should work with you go to:
www.crncc.nihr.ac.uk/index/clinical/csp/apply/clrn

For more information about which studies can be included on the NIHR CRN Portfolio:
www.crncc.nihr.ac.uk/index/clinical/portfolio_new/P_eligibility

For more information about the Integrated Research Application System (IRAS):
www.myresearchproject.org.uk

National Institute for Health Research (NIHR) Coordinated System for gaining NHS Permission (NIHR CSP)

What is NIHR CSP?
NIHR CSP is a system which standardises and streamlines the process of gaining NHS permission for clinical research studies in England.

What can I find out more?
Further information is available on the NIHR CRN website:
www.crncc.nihr.ac.uk

Version 2 – January 2010

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Gaining NHS permission for your clinical research study

More information about IRAS can be found at: www.myresearchproject.org.uk

A Comprehensive Local Research Network (CLRN) will assist you during the NIHR CSP process. Choose the one that covers the NHS Organisation where the Chief Investigator is based: www.crncc.nihr.ac.uk/index_clinical/csp/apply/clrns

The CLRN will also email you to assist with submitting the documents you need to provide along with the R&D Form

Set up your project in IRAS, answering some basic questions on the IRAS Project Filter page

Complete short CSP Application Form in IRAS. Submit this in IRAS, selecting the CLRN that will support you through the NIHR CSP process

Within two working days, we check that the CSP Application Form is complete and email you to confirm whether your study is able to use NIHR CSP

Complete and submit your R&D Form in IRAS

Within three working days, we check that the R&D Form is complete and email you to confirm

Complete a Site Specific Information (SSI) Form for each site and submit through IRAS

A Governance Report with evidence of completed Global and Local checks is issued to each participating NHS organisation

Within three weeks, the NHS Organisation will send you a permission letter and your study can start at that site

Research can start at each NHS site only when a permission letter from that site is received

The CLRN will work with you and the Principal Investigators, to help put together the documents to support the local checks

Your study is assessed for inclusion in the NIHR CRN Portfolio – you should receive confirmation of this decision within 30 working days

More information about IRAS can be found at: www.myresearchproject.org.uk

Question 3a must be “England” and Question 5a must be “Yes” in the IRAS Project Filter. If the lead R&D office is not in England, please contact crncc.csp@nihr.ac.uk for advice

Global checks are study-wide governance checks that apply to all sites – these are only performed once for each study

Local checks are governance checks that apply to a particular study site – these are performed once for each host organisation

The NIHR CSP Governance Review starts when the R&D Form is confirmed as complete. This comprises global checks, local checks and a quality assurance process

Within two working days, we check that the CSP Application Form is complete and email you to confirm whether your study is able to use NIHR CSP

Within three working days, we check that the R&D Form is complete and email you to confirm

We check that the SSI Forms are complete. Principal Investigators receive a confirmation email within three working days. Local checks can begin for that study site

The Governance Report demonstrates to the NHS Signatory that the governance checks have been satisfied

Global checks are study-wide governance checks that apply to all sites – these are only performed once for each study

Local checks are governance checks that apply to a particular study site – these are performed once for each host organisation