**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](mailto:dash@abdn.ac.uk) to discuss your project requirements. | Choose an item. | Click or tap to enter a date. |  |
| 1. Submit a Project Initiation Document (PID) to [DaSH](mailto:dash@abdn.ac.uk). | 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](mailto:dash@abdn.ac.uk). | Choose an item. | Click or tap to enter a date. |  |
| 1. Obtain (via [email](mailto:gram.caldicott@nhs.scot)) 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](mailto:gram.caldicott@nhs.scot), copying [DaSH](mailto:dash@abdn.ac.uk). | 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.](mailto:gram.randdpermissions@nhs.scot)\*\* | Choose an item. | Click or tap to enter a date. |  |
| 1. Contact [DaSH](mailto:dash@abdn.ac.uk) 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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