**Pre- Sponsorship Review Panel**

**Submission Checklist, Version 6.0 dated: 07 April 2025**

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| --- | --- | --- | --- | --- |
| **Document** | **Version** | **Dated** | **Doc no.** | **Included Y/N** |
| Completed draft IRAS [[1]](#footnote-1) form  |  |  |  |  |
| Research Protocol[[2]](#footnote-2)  |  |  |  |  |
| Participant Information Sheet and Consent Form(s)3 |  |  |  |  |
| All other participant facing and recruitment materials: Invitation to participate letters/ messages / Advertisements |  |  |  |  |
| GP Letter template, if applicable |  |  |  |  |
| Student research toolkit, (if relevant), to confirm eligibility: [Student research toolkit - Health Research Authority (hra.nhs.uk)](https://www.hra.nhs.uk/planning-and-improving-research/research-planning/student-research/student-research-toolkit/) |  |  |  |  |
| HRA REC Proportionate review toolkit (if relevant) to confirm full or proportionate review: ([Applying to a Research Ethics Committee - Health Research Authority (hra.nhs.uk)](https://protect-eu.mimecast.com/s/VUCHCvZ9NFlB97wcQukNE?domain=hra.nhs.uk/)) |  |  |  |  |
| Interview schedules, topic guide, interview questions or questionnaire  |  |  |  |  |
| Non-validated questionnaire(s) (validated questionnaires are NOT required) |  |  |  |  |

The Following documents will not be reviewed by the Panel but are required to be submitted to assess PSRP eligibility.

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| **Document** | **Included? Y/N** |
| Summary CV for Chief Investigator (indicating substantive employer) |  |
| For intended NIHR Portfolio studies: SoECAT confirmation that a completed SoECAT has been submitted to the CRN. (could be an email, or copy of SoECAT front page) or Schedule of Events (non-portfolio studies) |  |
| Evidence of Funding/ Letter of support as applicable |  |
| **Sponsor Support in Principle**: Please consult your Sponsor Representative to ascertain if Sponsor endorsement is required before you submit to the PSRP. {Contact details for each organisation are shown on the PSRP Website. |  |

This is the minimum set of documents required by the PSRP. Individual sponsors may have their own specific requirements that will need to be provided for the subsequent stage of review.

Documents should be sequentially numbered within their file name and version control identified in their footer.

Before submitting your documentation please ensure you have performed 1)spelling and grammar checks, 2) removed all tracked changes, 3) removed all comments.

**All queries and submissions to** **psrp@sussex.ac.uk**

1. <https://www.myresearchproject.org.uk/Signin.aspx> [↑](#footnote-ref-1)
2. Please consult HRA Guidance for protocol template <https://www.hra.nhs.uk/planning-and-improving-research/research-planning/protocol/>

 PSRP provide a template for Non-CTIMP Quantitative Projects: [protocol-template-for-non-ctimps-2.0-130422.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.bsms.ac.uk%2F_word-docs%2Fprotocol-template-for-non-ctimps-2.0-130422.docx&wdOrigin=BROWSELINK)

3 Please ensure to include the HRA Transparency wording in your Patient Information Sheet(s): [GDPR transparency wording for all sponsors - Health Research Authority](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/data-protection-and-information-governance/gdpr-guidance/templates/transparency-wording-for-all-sponsors/) [↑](#footnote-ref-2)