Glasgow Clinical Trials Unit Form

Guideline number	**57.010D**	Version	**2.0**
Title	**Local Information Pack (LIP) Submission**		

It is the Sponsors responsibility to complete the Integrated Research Application System (IRAS) Form for submission to a Main Research Ethics Committee, Regulatory Authority, Health Research Authority (HRA) and NHS Research Scotland Permissions Coordinating Centre (NRS PCC).

The Organisation Information Document (OID) acts as a contract between the sponsor and the site. As the commercial clinical research studies use a commercial contract an OID is only required for non-commercial studies. NHS GG&C OID appendix is required for both commercial and non-commercial studies.

Detailed information on the OID can be found on IRAS website www.myresearchproject.org.uk. The sponsor localises the OID and emails it to NRS PCC who will then make it available to participating sites.

Completion of OID Appendix from R&I

1. R&I Systems team will request further information to be completed on the local OID appendix, emailed to the PI.
2. PI and/or Research Nurse Manager and/or Lead Study Nurse answer appropriately to questions.
3. If fully supported by GCRF:
    a. Individual team member names are not required, 'GCRF nursing and administrative team' must be recorded.
    b. Recruitment contact must be recorded as 'EDGE'.
4. The completed OID appendix must be confirmed by PI and returned to the relevant R&I systems team.

Guideline signatories

Prepared by Signature	Eilidh Wright Date
Approved by Signature	Lynn Prentice Date

Document history

Version	Date	Description
1.0	21/05/2018	Creation of guidance document
2.0	18/10/2023	Update document with OID reference Change title Add OID appendix Minor process changes