

SOP number	<b>50.009</b>	Version	<b>6.0</b>
Title	<b>Project Numbering</b>		

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SOP category	NHS GG&C General			
Staff category				
<b>Staff Category</b>	<b>R</b>	<b>A</b>	<b>C</b>	<b>I</b>
Research & Innovation Systems & Operations Manager		X		
Sponsor Research Co-ordinator	X			
Commercial Research Co-ordinator	X			
Research Facilitator	X			
Senior Research Administrator	X			
Research Administrator	X			
Research Information Officer	X			
Project Management	X			
Innovation Contracts Manager	X			

**1. Scope**

This procedure applies to the numbering of all Research and Innovation (R&I) projects, studies and trials that require Management Approval from NHS Greater Glasgow & Clyde (NHSGGC) R&I prior to being conducted in the Health Board. The West of Scotland Safehaven will follow their own internal process for trial numbering.

**2. Purpose**

This SOP provides clear instructions on how to allocate reference numbers to all new research projects submitted to R&I for Management Approval.

**3. Procedures**

**3.1. Allocation of Project Reference Numbers**

Every study or grant is allocated a unique R&I reference number. Senior Research Administrators (SRAs), Research Administrators (RAs) or the Information Officer (IO) will assign the project reference upon receipt of a new study or grant submission (as per SOP 51.010). The Research Co-ordinator (RC), Innovation Contracts Manager (ICM) or Innovation Project Manager (IPM) may also allocate references during periods of high workload.

SRAs/RAs/IO must register all studies and grants in the Project ID Log, located on the common drive (See Form 50.009A for template), where a note is added if the study is a grant or for Generic Review only. They will also create a corresponding study record on SReDA as per SOP 50.010. At the start of each calendar year, the Project ID Log resets to 001 and increases sequentially for each new project.

### 3.2. Structure of the R&I Reference Number

The project reference comprises several elements, applied in the sequence below:

1. Location/Sponsor Letter Code:
  - G: Standard NHSGGC projects
  - UG: University of Glasgow (UoG) sponsored studies or grants
  - ING: Innovation projects
2. Commercial status:
  - C: Commercial
  - N: Non-commercial
3. Submission Year:
  - Two digits representing the year the project was submitted to R&I (e.g. 26 for 2026).
4. Clinical Activity Area:
  - Two letter code denoting the clinical area of research activity (including paediatrics), see Appendix A
5. Sequential Project Number:
  - Three-digit number taken from the next available number in the Project ID Log.
6. Suffix for Age-Specific Studies:
  - P: Paediatric studies (participants under 18 years of age)
  - G: Geriatric studies (participants aged 65 years old and above)
7. Tissue Banks and Research Databases:
  - Prefix the entire code with:
    - TB for Tissue Banks (e.g. TBGN26AN056)
    - DB for Research Databases (e.g. DBGN26AN056)
  - For innovation projects, prefix becomes INTB or INDB (e.g. INTBGN26AN056 or INDBGN26AN056).
8. Suffix for Endowment funding:
  - ED: Studies with any NHSGGC R&I Endowment Funding (e.g. GN26AN056ED)

### 3.3. Example References

GN26AN056:

G = NHSGGC project

N = Non-commercial

26 = Submission year

AN = Anaesthetics (activity area)

056 = first available sequential project number from Project ID Log.

The same number as a Paediatric, Geriatric, Innovation or UoG-sponsored project would be GN26AN056P, GN26AN056G, INGN26AN056 or UGN26AN056 in corresponding order.

**4. Referenced documents**

- Form 50.009A - Project ID Log
- SOP 50.010 - Project Data Entry on SReDA
- SOP 50.011 – Setting up and Maintaining Research and Innovation project files (for R&I office approvals)
- SOP 51.010 - Preparation and Review of Grant Applications and Costs

**5. Related documents**

- None

**6. Document history**

Version	Date	Description	Retrospective Implementation
1.0	02/07/2012	Release of first version	No
2.0	14/07/2016	Updated to template v1.4. change of author	No
3.0	30/07/2019	Updated to template v3.0, change of author and releaser	No
4.0	08/07/2021	Updated to include innovation projects, change to R&I and changes to Appendix A	No
5.0	07/12/2022	Administrative changes (change of author, change to R&I, removal of 5 years for SOP review, further detail on Project ID log, information on endowment applications added, example provided for tissue bank/database studies, SOP 50.010 added as referenced document, administrative changes to Form 50.009A).  Minor change to process (project IDs for all studies with a UoG sponsor representative should be preceded by the letter 'U').	No
6.0	25/05/2026	Minor updates for clarity, updated job roles and 'U' prefix changed to denote UoG sponsored studies and 'ED' suffix added for NHS Endowment funded studies.	No

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**Appendix A: Research Activity Areas****R&I SPECIALTIES & ACTIVITY AREAS**

Specialty Code

Portfolio

Commercial Study Codes			
DEPT ID	Description		
AE	A & E, Injuries and emergencies	3	
AN	Anaesthetics	3	
CA	Cardiology	2	
CE	Cardiovascular & Exercise Medicine	2	
CC	Critical Care	3	
DE	Dermatology	3	
DI	Diabetes	2	
EN	ENT	3	
GA	Gastroenterology	2	
HA	Haematology (non oncology)	2	
HM	Haematology (Oncology only)	1	
HS	Health Services and Delivery Research	2	
HP	Hepatology	2	
ID	Infectious Diseases, Microbiology, Virology, Bacteriology	2	
MG	Medical Genetics	1	
ME	Metabolic and Endocrine	2	
MH	Mental Health (AD, AL, AM, CP, FP, FR, LD)	3	
NE	Neurology (non stroke)	3	
OG	Obstetrics, Gynaecology & Midwifery	3	
OD	Oral and Dental Health	3	
ON	Oncology	1	
OP	Ophthalmology	3	
OR	Orthopaedics	2	Musculoskeletal
PA	Pathology	1	
PC	Palliative Care	Based on disease area	
PH	Public Health	2	
PY	Physiotherapy	2	Musculoskeletal
RE	Renal and Urology	2	
RH	Rheumatology	2	Musculoskeletal
RM	Respiratory Medicine	2	
ST	Stroke	3	
SG	Surgery	2	

\*All paediatric studies – Pf3

**R&I SPECIALTIES & ACTIVITY AREAS**

Specialty Code		Portfolio	
Non Commercial Hosted			
DEPT ID	Description		
AE	A & E, Injuries and emergencies	1	
AN	Anaesthetics	2	
CA	Cardiology	2	
CE	Cardiovascular & Exercise Medicine	2	
CC	Critical Care	1	
DE	Dermatology	2	
DI	Diabetes	2	
EN	ENT	1	
GA	Gastroenterology	2	
HA	Haematology (non oncology)	2	
HM	Haematology/Oncology	1	
HS	Health Services and Delivery Research	2	
HP	Hepatology	2	
ID	Infectious Diseases, Microbiology, Virology, Bacteriology	2	
MG	Medical Genetics	1	
ME	Metabolic and Endocrine	2	
MH	Mental Health (AD, AL, AM, CP, FP, FR, LD)	1	
NE	Neurology (non stroke)	1	
OG	Obstetrics, Gynaecology & Midwifery	1	
OD	Oral and Dental Health	1	Inc. paediatric
ON	Oncology	1	
OP	Ophthalmology	1	
OR	Orthopaedics	2	Musculoskeletal
PA	Pathology	1	
PC	Palliative Care	Based on disease area	
PH	Public Health	2	
PY	Physiotherapy	2	Musculoskeletal
RE	Renal and Urology	2	
RH	Rheumatology	2	Musculoskeletal
RM	Respiratory Medicine	2	
ST	Stroke	2	
SG	Surgery	2	
	Paediatrics	3	

**R&I SPECIALTIES & ACTIVITY AREAS****Specialty Code**

Non Commercial Sponsor			
DEPT ID	Description		
AE	A & E, Injuries and emergencies		
AN	Anaesthetics		
CA	Cardiology		
CE	Cardiovascular & Exercise Medicine		
CC	Critical Care		
DE	Dermatology		
DI	Diabetes		
EN	ENT		
GA	Gastroenterology		
HA	Haematology (non oncology)		
HM	Haematology/Oncology		
HS	Health Services and Delivery Research		
HP	Hepatology		
ID	Infectious Diseases, Microbiology, Virology, Bacteriology		
MG	Medical Genetics		
ME	Metabolic and Endocrine		
MH	Mental Health (AD, AL, AM, CP, FP, FR, LD)		
NE	Neurology (non stroke)		
OG	Obstetrics, Gynaecology & Midwifery		
OD	Oral and Dental Health		
ON	Oncology		
OP	Ophthalmology		
OR	Orthopaedics	Musculoskeletal	
PA	Pathology		
PC	Palliative Care		
PH	Public Health		
PY	Physiotherapy	Musculoskeletal	
RE	Renal and Urology		
RH	Rheumatology	Musculoskeletal	
RM	Respiratory Medicine		
ST	Stroke		
SG	Surgery		