

SOP number	51.040	Version	1.0
Title	Study Handover for Research Sponsored by NHSGGC or Co-Sponsored by NHSGGC and the University of Glasgow		

Prepared by Signature	Louise Ner	Date
Approved by Signature	Melissa Robert	Date
Released by Signature	Jesse Dawson	Date

SOP category	NHS GG&C Sponsor R&I			
Staff category				
Staff Category	R	A	C	I
Systems & Operations Manager		X		
Sponsor Research Co-ordinators	X			
Sponsor Research Facilitator	X			
Senior Research Administrators			X	

1. Scope

This SOP applies to R&I staff listed above for Clinical Trial of Investigational Medicinal Products (CTIMPs), Clinical Investigation of Medical Device (CIMD) and all other research studies involving humans, their tissues and/or data (together referred to as 'research studies').

2. Purpose

The purpose of this SOP is to outline the procedure for handing over a research study to another staff member before a planned period of leave or when leaving the post, ensuring continuity and oversight of Sponsor responsibilities.

3. Procedures

3.1. Background

Effective handover ensures that research studies continue to be managed in line with Sponsor obligations, regulatory requirements, and internal timelines during staff absence.

3.2. Update Sponsor Master Portfolio

The Sponsor Research Co-ordinators (SRC) or Sponsor Research Facilitator (SRF) are responsible for maintaining the Sponsor Master Portfolio spreadsheet. This will be reviewed and updated at least monthly, and always prior to any planned leave. To provide a clear visual status, studies should be colour-coded: green for studies with no outstanding Sponsor actions, orange for studies with outstanding actions (with details recorded), and red for studies where major issues require urgent attention.

3.3. Update Strategic Plan

The R&I Study Strategic Plan (Form 51.010E) is created at the grant stage (see SOP 51.010) and will be updated by the SRC or SRF whenever there are significant changes to the study, such as modifications to the design, contracts, or funding. Before any planned leave, the SRC or SRF must ensure the strategic plan for each assigned study is accurate and up to date. This allows the covering staff member to have an immediate and clear overview of the current study status.

3.4. Handover Communication

Before commencing leave, the SRC or SRF must identify an appropriate colleague to cover their responsibilities. For shorter periods of leave, this may be managed through an email summary; for longer absences or when leaving the post, a dedicated handover meeting should be arranged to review ongoing matters in detail. When a staff member is leaving their post, the Systems & Operations Manager will determine who will assume responsibility for each study on an interim basis. If the designated covering person is not the Senior Research Administrator (SRA), the SRA must be copied into all correspondence to maintain oversight. All urgent actions anticipated during the absence should be clearly outlined, and any upcoming meetings requiring attendance from a member of the Sponsor systems team should be flagged, with meeting links and relevant documents provided to the covering staff member.

4. Referenced documents

- SOP 51.010 - Preparation and Review of Grant Applications and Costs
- Form 51.010E - R&I Study Strategic Plan

5. Related documents

- Master portfolio spreadsheet: [Sponsor Master Portfolio.xlsx](#)

6. Document History

Version	Date	Description
1.0	09/09/2025	Release of Version 1

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