Prior to any study activity, a fully completed and signed (by the PI) delegation log must be forwarded to the Sponsor.

New staff may be added to the log during the study, but their entry must be signed by the site PI.

If there is a change in PI at a site, depending on the nature of the study, this may require a Substantial Amendment.

If a staff member takes on a new duty, then they must complete a new line of the log (in addition to their existing entry), assigning themselves to the new duty. This should be signed by the PI.

BU staff external to the NHS Trust, in which they wish to carry out research, will require extra permissions before they may carry out research activities.

In this case, the R&D from the NHS organisation that granted this contract would send a pre-engagement check to the participating site, for them to then issue a Letter of Access for the Researcher.

Staff may possess an NHS Honorary Contract (Clinical Academic)

In this case, the R&D at the participating site will then issue a Letter of Access, or an Honorary Research Contract. This is dependent on the nature of the research activity.

Staff without an NHS Honorary Contract will need a Research Passport if the activity undertaken does not have a direct bearing on the quality of patient care.

The R&D at the participating site will then issue an Honorary Research Contract if in interacting with individuals; it will have a direct bearing on the quality of patient care.

Staff without an NHS Honorary Contract will need an Honorary Research Contract if in interacting with individuals; it will have a direct bearing on the quality of patient care.

An Honorary Research Contract will be issued by the host NHS organisation, once the Research Passport has been validated.