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Email: [hra.approval@nhs.net](mailto:hra.approval@nhs.net)

27 January 2017

Dear Dr Delpech

**Letter of HRA Approval for a study processed  
through pre-HRA Approval systems**

**Study title:** Development and Implementation of Positive Voices: the National Survey of People Living with HIV  
**IRAS project ID:** 108483  
**Sponsor** Public Health England

Thank you for your request for HRA Approval to be issued for the above referenced study.

I am pleased to confirm that the study has been given **HRA Approval**. This has been issued on the basis of an existing assessment of regulatory compliance, which has confirmed that the study is compliant with the UK wide standards for research in the NHS. The extension of HRA Approval to this study on this basis allows the sponsor and participating NHS organisations in England to set-up the study in accordance with HRA Approval processes, with decisions on study set-up being taken on the basis of capacity and capability alone.

If you have submitted an amendment to the HRA between 23 March 2016 and the date of this letter, this letter incorporates the HRA Approval for that amendment, which may be implemented in accordance with the amendment categorisation email (e.g. not prior to REC Favourable Opinion, MHRA Clinical Trial Authorisation etc., as applicable). If the submitted amendment included the addition of a new NHS organisation in England, the addition of the new NHS organisation is also approved and should be set up in accordance with HRA Approval processes (e.g. the organisation should be invited to assess and arrange its capacity and capability to deliver the study and confirm once it is ready to do so).

## **Participation of NHS Organisations in England**

Please note that full information to enable set up of participating NHS organisations in England is not provided in this letter, on the basis that activities to set up these NHS organisations is likely to be underway already.

The sponsor should provide a copy of this letter, together with the local document package and a list of the documents provided, to participating NHS organisations in England that are being set up in accordance with [HRA Approval Processes](#). It is for the sponsor to ensure that any documents provided to participating organisations are the current, approved documents.

For non-commercial studies the local document package should include an appropriate [Statement of Activities and HRA Schedule of Events](#). The sponsor should also provide the template agreement to be used in the study, where the sponsor is using an agreement in addition to the Statement of Activities. Participating NHS organisations in England should be aware that the Statement of Activities and HRA Schedule of Events for this study have not been assessed and validated by the HRA. Any changes that are appropriate to the content of the Statement of Activities and HRA Schedule of Events should be agreed in a pragmatic fashion as part of the process of assessing, arranging and confirming capacity and capability to deliver the study. If subsequent NHS organisations in England are added, an amendment should be submitted to the HRA..

For commercial studies the local document package should include a validated industry costing template and the template agreement to be used with participating NHS organisations in England.

It is critical that you involve both the research management function (e.g. R&D office and, if the study is on the NIHR portfolio, the LCRN) supporting each organisation and the local research team (where there is one) in setting up your study. Contact details and further information about working with the research management function for each organisation can be accessed from [www.hra.nhs.uk/hra-approval](http://www.hra.nhs.uk/hra-approval).

### **After HRA Approval**

In addition to the document, "*After Ethical Review – guidance for sponsors and investigators*", issued with your REC Favourable Opinion, please note the following:

- HRA Approval applies for the duration of your REC favourable opinion, unless otherwise notified in writing by the HRA.
- Substantial amendments should be submitted directly to the Research Ethics Committee, as detailed in the *After Ethical Review* document. Non-substantial amendments should be submitted for review by the HRA using the form provided on the [HRA website](#), and emailed to [hra.amendments@nhs.net](mailto:hra.amendments@nhs.net).
- The HRA will categorise amendments (substantial and non-substantial) and issue confirmation of continued HRA Approval. Further details can be found on the [HRA website](#).

The HRA website also provides guidance on these topics and is updated in the light of changes in reporting expectations or procedures.

### Scope

HRA Approval provides an approval for research involving patients or staff in NHS organisations in England.

If your study involves NHS organisations in other countries in the UK, please contact the relevant national coordinating functions for support and advice. Further information can be found at <http://www.hra.nhs.uk/resources/applying-for-reviews/nhs-hsc-rd-review/>.

If there are participating non-NHS organisations, local agreement should be obtained in accordance with the procedures of the local participating non-NHS organisation.

### User Feedback

The Health Research Authority is continually striving to provide a high quality service to all applicants and sponsors. You are invited to give your view of the service you have received and the application procedure. If you wish to make your views known please email the HRA at [hra.approval@nhs.net](mailto:hra.approval@nhs.net). Additionally, one of our staff would be happy to call and discuss your experience of HRA Approval.

### HRA Training

We are pleased to welcome researchers and research management staff at our training days – see details at <http://www.hra.nhs.uk/hra-training/>.

If you have any queries about the issue of this letter please, in the first instance, see the further information provided in the question and answer document on the [HRA website](#).

Your IRAS project ID is **108483**. Please quote this on all correspondence.

Yours sincerely,



Mr Mark O'Toole

HRA Approvals

Email: [hra.approval@nhs.net](mailto:hra.approval@nhs.net)

Copy to: *Elizabeth Coates, Public Health England*  
*Ms Angela Williams, North Central London Research Consortium*