

**UCLH/UCL Joint Research Office**

**Studies Sponsored by UCL/UCLH: Non-Commercial Research**

**UK Local Information Pack**  
A consistent set of documents for study setup across England, Northern Ireland, Scotland and Wales

Contains

Localised **Organisational Information Document**   
(non-commercial version)

PIS & Consent Form

Protocol

IRAS Form

Covering email in standard template format

Delegation Log1

Model Non-Commercial Agreement   
(if used as the agreement)

HRA & HCRW Initial Assessment Letter or Approval Letter

Other documents to support study setup

IRAS Schedule of Events or SOECAT

**Organisational Information Document**

* Part of the UK Local Information Pack
* Provides information to participating NHS organisations to support the setup of research
* For non-interventional trials, this can be used as the agreement
* There is a specific non-commercial version found on the IRAS website > Help Section > Site Specific Information
* Replaces Statement of Activities in England and Wales and Site Specific Information Form in Northern Ireland and Scotland

**Participant Identification Centres (PICs)**

* Do not require a Local Information Pack
* Model PIC agreements, including data processing agreement for GDPR, will be used as a subcontract between participating NHS organisations and PICs. A non-commercial version is available

**1** This is required for all interventional studies which have a PI. The Sponsor must indicate if this is being provided at a later date e.g. during SIV

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**Pathway Implementation of UK Local Information Pack**