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Research-permissions@wales.nhs.uk

18 June 2018
Reissued 19 July to correct document list

Dear Dr Thayyil

HRA and Health and Care Research Wales (HCRW) Approval Letter

Study title:	**Optimal duration of Cooling therapy in Mild Encephalopathy (COMET 1)**
IRAS project ID:	**241031**
REC reference:	**18/WS/0087**
Sponsor	**Imperial College London**

I am pleased to confirm that **HRA and Health and Care Research Wales (HCRW) Approval** has been given for the above referenced study, on the basis described in the application form, protocol, supporting documentation and any clarifications received. You should not expect to receive anything further relating to this application.

How should I continue to work with participating NHS organisations in England and Wales?
You should now provide a copy of this letter to all participating NHS organisations in England and Wales, as well as any documentation that has been updated as a result of the assessment.

Following the arranging of capacity and capability, participating NHS organisations should **formally confirm** their capacity and capability to undertake the study. How this will be confirmed is detailed in the "*summary of assessment*" section towards the end of this letter.

You should provide, if you have not already done so, detailed instructions to each organisation as to how you will notify them that research activities may commence at site following their confirmation of capacity and capability (e.g. provision by you of a 'green light' email, formal notification following a site initiation visit, activities may commence immediately following confirmation by participating organisation, etc.).

It is important that you involve both the research management function (e.g. R&D office) supporting each organisation and the local research team (where there is one) in setting up your study. Contact details of the research management function for each organisation can be accessed here.

How should I work with participating NHS/HSC organisations in Northern Ireland and Scotland?
HRA and HCRW Approval does not apply to NHS/HSC organisations within the devolved administrations of Northern Ireland and Scotland.

If you indicated in your IRAS form that you do have participating organisations in either of these devolved administrations, the final document set and the study wide governance report (including this letter) has been sent to the coordinating centre of each participating nation. You should work with the relevant national coordinating functions to ensure any nation specific checks are complete, and with each site so that they are able to give management permission for the study to begin.

Please see IRAS Help for information on working with NHS/HSC organisations in Northern Ireland and Scotland.

How should I work with participating non-NHS organisations?
HRA and HCRW Approval does not apply to non-NHS organisations. You should work with your non-NHS organisations to obtain local agreement in accordance with their procedures.

What are my notification responsibilities during the study?
The document "*After Ethical Review – guidance for sponsors and investigators*", issued with your REC favourable opinion, gives detailed guidance on reporting expectations for studies, including:

- Registration of research
- Notifying amendments
- Notifying the end of the study

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

I am a participating NHS organisation in England or Wales. What should I do once I receive this letter?
You should work with the applicant and sponsor to complete any outstanding arrangements so you are able to confirm capacity and capability in line with the information provided in this letter.

The sponsor contact for this application is as follows:

Name: Dr Sudhin Thayyil
Tel: 07912888700
Email: s.thayyil@imperial.ac.uk

Who should I contact for further information?
Please do not hesitate to contact me for assistance with this application. My contact details are below.

Your IRAS project ID is 241031**.** Please quote this on all correspondence.

Yours sincerely

Isobel Lyle | Senior Assessor
Health Research Authority
T: 0207 972 2496
Hra.approval@nhs.net or Isobel.lyle@nhs.net
www.hra.nhs.uk

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Copy to: *Mrs Becky Ward, R&D contact, Imperial College London*

List of Documents

The final document set assessed and approved by HRA and HCRW Approval is listed below.

Document	*Version*	*Date*
Copies of advertisement materials for research participants [Poster]	1.1	25 May 2018
Evidence of Sponsor insurance or indemnity (non NHS Sponsors only) [JRCO sponsorship request]		25 July 2017
GP/consultant information sheets or letters [GP letter]	1.1	25 May 2018
IRAS Application Form [IRAS_Form_02052018]		02 May 2018
Letter from sponsor [Sponsor letter]		01 May 2018
MHRA Notice of No Objection Letter (Medical Devices) and relevant correspondence [MHRA Non CTIMP confirmation]		02 November 2017
Other [Cover letter]		25 May 2018
Other [Short PIL]	1.1	25 May 2018
Participant consent form [Consent (clean)]	1.1	25 May 2018
Participant information sheet (PIS) [Information sheet]	1.1	25 May 2018
Referee's report or other scientific critique report [Peer review]		06 December 2017
Research protocol or project proposal [clean]	1.1	25 May 2018
Summary CV for Chief Investigator (CI) [CV]		02 May 2018

Summary of assessment

The following information provides assurance to you, the sponsor and the NHS in England and Wales that the study, as assessed for HRA and HCRW Approval, is compliant with relevant standards. It also provides information and clarification, where appropriate, to participating NHS organisations in England and Wales to assist in assessing, arranging and confirming capacity and capability.

Assessment criteria

Section	Assessment Criteria	Compliant with Standards?	Comments
1.1	IRAS application completed correctly	Yes	Educational study linked to over arching study programme MARBLE - IRAS ID 72173 (Ethics favourable opinion 30 March 2011).
2.1	Participant information/consent documents and consent process	Yes	No comments
3.1	Protocol assessment	Yes	No comments
4.1	Allocation of responsibilities and rights are agreed and documented	Yes	The Sponsor has provided a Statement of Activities which will act as an Agreement between Sponsor and participating NHS organisation. The Sponsor is not requesting and does not expect any other site agreement.
4.2	Insurance/indemnity arrangements assessed	Yes	No comments
4.3	Financial arrangements assessed	Yes	The Sponsor is providing funding for the MRA scans, some equipment, postage costs etc. Please refer to the Statement of Activities for more detail.
5.1	Compliance with the Data Protection Act and data security issues assessed	Yes	No comments

Section	Assessment Criteria	Compliant with Standards?	Comments
5.2	CTIMPS – Arrangements for compliance with the Clinical Trials Regulations assessed	Not Applicable	No comments
5.3	Compliance with any applicable laws or regulations	Yes	No comments
6.1	NHS Research Ethics Committee favourable opinion received for applicable studies	Yes	No comments
6.2	CTIMPS – Clinical Trials Authorisation (CTA) letter received	Not Applicable	No comments
6.3	Devices – MHRA notice of no objection received	Not Applicable	No comments
6.4	Other regulatory approvals and authorisations received	Not Applicable	No comments

Participating NHS Organisations in England and Wales

This provides detail on the types of participating NHS organisations in the study and a statement as to whether the activities at all organisations are the same or different.
All organisations will be undertaking the same activity (i.e. there is only one 'site-type') as listed in A18 and A19 of the IRAS application form and in the Statement of Activities. The Chief Investigator or sponsor should share relevant study documents with participating NHS organisations in England and Wales in order to put arrangements in place to deliver the study. The documents should be sent to both the local study team, where applicable, and the office providing the research management function at the participating organisation. Where applicable, the local LCRN contact should also be copied into this correspondence. If chief investigators, sponsors or principal investigators are asked to complete site level forms for participating NHS organisations in England and Wales which are not provided in IRAS or on the HRA or HCRW websites, the chief investigator, sponsor or principal investigator should notify the HRA immediately at hra.approval@nhs.net, or HCRW at Research-permissions@wales.nhs.uk. We will work with these organisations to achieve a consistent approach to information provision.

Principal Investigator Suitability

This confirms whether the sponsor's position on whether a PI, LC or neither should be in place is correct for each type of participating NHS organisation in England and Wales, and the minimum expectations for education, training and experience that PIs should meet (where applicable).
A local Principal Investigator is required at each site. The local PI and Research Nurse will receive specific training from the Sponsor. The Sponsor expects the local research team to be trained in MR spectroscopy acquisition and analysis, use of ECG data collection and blood sample collection GCP training is not a generic training expectation, in line with the HRA/HCRW/MHRA statement on training expectations.

HR Good Practice Resource Pack Expectations

This confirms the HR Good Practice Resource Pack expectations for the study and the pre-engagement checks that should and should not be undertaken.
Where arrangements are not already in place, network staff (or similar) undertaking any of the research activities listed in A18 or A19 of the IRAS form would be expected to obtain an honorary research contract from one NHS organisation (if university employed), followed by Letters of Access for subsequent organisations. This would be on the basis of a Research Passport (if university employed) or an NHS to NHS confirmation of pre-engagement checks letter (if NHS employed). These should confirm enhanced DBS checks, including appropriate barred list checks, and occupational health clearance

Other Information to Aid Study Set-up

This details any other information that may be helpful to sponsors and participating NHS organisations in England and Wales in study set-up.
The applicant has indicated that they intend to apply for inclusion on the NIHR CRN Portfolio.