

Short SOP for Investigators Conducting Research and Clinical Trials in Beaumont Hospital and applying to Beaumont Hospital REC (Phase 4)

From **31st March 2025**, investigators conducting research studies and clinical trials in Beaumont Hospital and applying to Beaumont Hospital REC must:

Before applying to REC	
1. Contact the Royal College of Surgeons in Ireland (RCSI) Sponsorship Office - sponsorship@rcsi.ie See RCSI SOP - https://www.beaumontethics.ie/home/sponsorship_office.htm	RCSI requirement - applies to research studies involving RCSI only
2. All investigators conducting research studies and clinical trials involving RCSI must await go ahead from RCSI to proceed to next step – <i>go ahead equals a signed Clinical Research Registration Form or Material Data Information Form or confirmation from RCSI that neither apply:</i> https://www.beaumontethics.ie/home/sponsorship_office.htm	RCSI requirement - applies to research studies involving RCSI only
Apply to REC	
3. Apply to Beaumont Hospital REC - https://www.beaumontethics.ie	
4. The REC administrator will validate the submission.	
DPO Review	
5. Specific validated documents will be sent to the DPO.	Beaumont Hospital requirement
6. The DPO or nominee will review validated documents received.	Beaumont Hospital requirement
7. The DPO or nominee will liaise with the investigator until such time as DPO review is complete and all recommendations have been incorporated into relevant documents to the satisfaction of the DPO.	Beaumont Hospital requirement
REC Review	
8. The submission will be scheduled for REC review.	
9. The REC administrator will forward feedback and review comments from the REC to the investigator.	
10. The REC administrator will schedule responses from the investigator for review.	
11. The REC administrator will communicate further feedback or final decision of the REC to the investigator.	

After REC Review	
Site Sign Off / RCSI Green Light	
12. Request permission to conduct the study from the hospital site (this process involves engaging with several departments) https://www.beaumontethics.ie/home/sign_off.htm ;	Beaumont Hospital requirement [Redacted]
13. Request Green Light from RCSI Sponsorship to commence – sponsorship@rcsi.ie	RCSI requirement – applies to research studies involving RCSI only