**TOP TIPS FOR FASTER SIGN OFF after Beaumont REC Approval**

**It takes an average of 7.5 weeks from Beaumont REC approval to Contracts being signed.**

Need a faster turnaround? For Studies other than Cancer which are managed by the Cancer Clinical Trials Unit[[1]](#footnote-1), proceed as follows –

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Collate the docs needed for sign off | | | |
| **Legal** | **Insurance** | **Finance** | **Quality and Patient Safety** |
|  | Ethics Approval | Ethics Approval | Ethics Approval |
| 3rd party contract / agreement e.g. Data Sharing / Material Transfer / Clinical Trial Agreement | Approved 3rd party contract / agreement e.g. Data Sharing / Material Transfer / Clinical Trial Agreement | Approved 3rd party contract / agreement e.g. Data Sharing / Material Transfer / Clinical Trial Agreement | Approved 3rd party contract / agreement e.g. Data Sharing / Material Transfer / Clinical Trial Agreement |
|  | 3rd party signed Clinical Trial Indemnity Form  **(clinical trials only)** |  | 3rd party signed Clinical Trial Indemnity Form  **(clinical trials only)** |
|  | 3rd party insurance cert (6.5 million)  **(clinical trials only)** |  |  |
|  | Any other relevant 3rd party insurance letters / certs of insurance |  |  |
|  | Legal Approval | Legal Approval | Legal Approval |
|  |  | Insurance Approval | Insurance Approval |
|  |  | Memo/cover letter declaring that there is no financial implications to BH and whether any drugs or equipment are being provided to the hospital  **(see template overleaf)** | Finance Approval |
|  |  |  | HRCDC declaration |
|  |  |  | Site Sign Off Form |
| 2. email doc for legal approval to [legalresearch@beaumont.ie](mailto:legalresearch@beaumont.ie) | | | |
| Top Tip – you can do this when you are close to receiving research ethics approval | | | |
| Top Tip – the single biggest delay in the process is sourcing the 3rd party contract / agreement | | | |
| 3. email docs needed for insurance approval to [crm@beaumont.ie](mailto:crm@beaumont.ie) | | | |
| 4. once insurance approval in place, email docs needed for finance approval to [financesecretary@beaumont.ie](mailto:financesecretary@beaumont.ie) | | | |
| Top Tip – while waiting for approvals to come back in, complete the Site Sign Off Form  Top Tip – the Site Sign Off Form is here - <https://www.beaumontethics.ie/home/sign_off.htm>  Top Tip – if you need to notify the Radiation Safety Committee about your study – use the RSC Notification Form - <https://www.beaumontethics.ie/home/radiation_studies.htm> **(this is a notification form only)** | | | |
| 5. Once approvals in, complete the Site Sign Off Form, collate all the documents needed for Quality and Safety Approval and post or drop in hard copies to: -  Jennifer Brannigan, Quality and Standards Department,  Room 12 St. Raphael’s Portacabins, Beaumont Hospital, Dublin 9  Any questions arising, email [jenniferbrannigan@beaumont.ie](mailto:jenniferbrannigan@beaumont.ie) | | | |
| 6. The Quality and Safety Department will contact you once contracts have been signed. | | | |

**Fastest Turnaround Time is 1.5 weeks**

DRAFT ONLY - April 2024

Template Letter to Director of Finance

DATE

Director of Finance

Beaumont Hospital

By email only to: [financesecretary@beaumont.ie](mailto:financesecretary@beaumont.ie)

Dear Director

REC REF:

Principal Investigator:

Study Title:

I am writing to confirm there are no financial implications for Beaumont Hospital in respect of the above study, and no drugs / equipment are being provided to the hospital.

Yours sincerely

1. For Cancer Studies, contact [keithegan2@beaumont.ie](mailto:keithegan2@beaumont.ie) [↑](#footnote-ref-1)