Dear xxx,

I am contacting you in relation to <Insert Trial Name>, this trial is being Co-Sponsored by NHS GG&C and <insert Organisation Name> and plans to make use of <insert Vendor name> which is a part of <insert Organisation Name>.

Standard process for NHS GG&C Research and Innovation requires all Vendors to be assessed prior to their use within a trial, however, as this Vendor is within the Organisation which is Co-Sponsoring the trial it is acceptable to exempt them from assessment.

In order for this to occur, we would ask that in your position as <insert job title> for <insert Organisation Name> that you review this vendor and determine if you are happy to forgo an assessment. The content and requirements of our Vendor Assessment can be found in GUI 51.015C which is attached.

If you are happy to confirm that the above mentioned vendor meets the requirements of this trial, please sign and return this exemption letter to the Vendor Assessment Team at RAndDVendorAssessment@ggc.scot.nhs.uk.

I certify that the systems in place at <insert Vendor name> are sufficient for the purposes of <insert trial name> and exempt them from the requirement of undergoing a Vendor Assessment.

Name:

Job Title:

Signature:

Date:

Additional Details: