**Coordinator: <insert coordinator’s name> Clinical Research & Development**

**Telephone Number: Ward 11, Dykebar Hospital**

**E-Mail: Grahamston Road**

**website** [**www.nhsggc.org.uk/r&d**](http://www.nhsggc.org.uk/r%26d) **Paisley PA2 7DE**

 **Scotland, UK**

<date>

Dear <insert name>,

 **<insert study acronym> Trial Steering Committee (TSC)**

The University of Glasgow and NHS Greater Glasgow and Clyde, as Co-Sponsors of the trial entitled

<insert full study title>

 the < insert study acronym> trial, are writing to formally invite you to be the <insert role requested e.g Chair-person, and state if non-voting e.g , a non-voting position > for the Trial Steering Committee (TSC) for this trial.

The trial currently has both REC <and MHRA approval- delete as appropriate>, and I have attached a copy of the current protocol for your information.

Also attached please find a draft <insert study acronym> TSC Charter, including ‘conflict of interest’ forms, for review and finalising at the first meeting of the TSC.

We can confirm that the activities you would undertake as a member of the TSC will be covered by the University of Glasgow’s insurance policy (**the ‘Policy’**), provided:

1. you take all reasonable steps to mitigate any claim or potential claim under the Policy in relation to your activities on the TSC **(‘Committee Claim’**)
2. if you are notified by any third party of any Committee Claim, you shall
3. inform the University of Glasgow of such Committee Claim
4. take all reasonable steps to prevent judgment by fault or default being granted in favour of that third party
5. ensure that the University of Glasgow (or its nominee) is given the right to conduct proper consultations with the third party in relation to the claim or potential claim
6. if requested, give the University of Glasgow (or its nominee)sole authority to avoid, dispute, compromise or defend the claim or potential claim

Further, a Committee Claim shall not be covered by the Policy to the extent that it results from your wilful misconduct or deliberate breach of your obligations under this letter agreement.

If you have any questions re this above my contact details are included at the top of this letter.

To confirm your willingness to serve on the committee I would be grateful if you could email to the following: <insert coordinators email address>, and copy in the TSC coordinator, <insert PMs name>, at < insert PMs email address> ( where applicable)

Yours sincerely,

<insert coordinator’s name>

Research Coordinator

NHS Greater Glasgow and Clyde