Dear

Title:

Sponsor:

PI:

R&D Reference:

My colleague insert name contacted you on insert date to seek your authorisation for the above research project to proceed in your department.

The R&D office is expected to have reviewed the study and provided approval to Dr/Professor insert name to start recruitment within 15 days of the submission of the local project requirements to our department due to a contractual arrangement between the Board and the Chief Scientist Office (CSO).

In consideration of the targets set by CSO, I am informing you that the Research & Development Office has provided Board approval for the study to Dr/Professor insert name on the following basis:

* the Board is expected to support the study as it is in category of research considered by the Chief Scientist Office to be of the highest priority;
* All ethics, and where relevant, regulatory approvals have been obtained;
* All additional relevant authorisations (e.g. pharmacy and other support

Departments) are in place;

* the clinical service will not incur excess treatment costs;
* the research is deemed to have minimal impact on the clinical service;

If you have any queries, or wish to make us aware of any factor that would impact on the Board’s approval of the study, please don’t hesitate to contact me.

Kind regards,