Glasgow Clinical Trials Unit

Standard Operating Procedure		**50.009**	
Project Numbering			
Version	**5.0**		
Prepared by	Brittany Graham	Signature	Date
Approved by	Melissa Robert	Signature	Date
Released by	Julie Brittenden	Signature	Date

1. SOP Category
NHS GG&C General

2. Staff Category

Staff Category	R	A	C	I
Systems Manager		X		
Sponsor Research Co-ordinator	X			
Commercial Research Co-Ordinator	X			
Research Facilitator	X			
Senior Research Administrator	X			
Research Administrator	X			
Research Information Officer	X			
Innovation Project Manager	X			
Innovation Contracts Manager	X			

3. Scope
This procedure applies to the numbering of all Research Trials and Studies, as well as Innovation Projects, that require Management Approval from NHS Greater Glasgow & Clyde R&I prior to being conducted in the Health Board. The West of Scotland Safehaven will follow their own process for the numbering of trials.

4. Purpose
This SOP is intended to act as a document to give clear instructions on how to number all new research projects submitted to R&I for Management Approval.

5. Procedures
Each Trial and Study is allocated a 9 character code determined by 5 sequential criteria, and an additional 4 criteria then determine if the number requires a prefix or suffix which may increase the number of characters in the code to a maximum of 13. Senior Research Administrators (SRAs)/Research Administrators (RAs)/Information Officer (IO)/ Innovation Project Manager (IPM) will allocate the project reference when we receive a new study or GRANT submission. The Research Co-ordinator/Contracts Manager may also allocate the reference to help offer cover at busier times.

1. The code starts with a letter (G) to indicate the trial/study is being run in Glasgow
2. The next letter denotes commercial (C) or non-commercial (N) sponsorship status.
3. The next two digits give the year that the project submission was made to the R&I department for approval.
4. The next two letters denote the clinical area of research activity (includes paediatric studies). A full list of activity areas and their codes can be obtained from the R&I Research activity areas file that is located on the common drive and it titled Research Activity Areas (also see Appendix A).
5. The last three digits represent the first available number on the Project ID log. The Project ID log can be obtained from the R&I Research activity areas file that is

    located on the common drive and it titled Project ID Log (See Form 50.009A for template). SRAs/RAs/IO must register all studies on the Project ID Log and subsequently create study records on SReDA (Scottish Research Database Application) following SOP 50.010.

6. Project IDs for paediatric studies end with a 'P'. These studies recruits are under 18 years of age. Project IDs for geriatric studies end with a 'G'. These are studies where recruits are 65 years old and above. In both cases this will be an extra digit making the number 10 characters long.

7. Project IDs for innovation projects will be preceded by IN, making the number 11 characters long (maximum 13 characters for Tissue Bank/Research Database studies).

8. Project IDs for studies which have a University of Glasgow (UoG) sponsor representative will be preceded with a 'U', making the number 10 characters long. For innovation studies the 'IN' will precede the 'U' (e.g. INUGN08AN056). This should be applied retrospectively to all applicable studies.

9. For studies that do not directly answer a research question but form either a Research Tissue Bank/Research Database, the code above is preceded by TB or DB respectively (e.g. TBGN08AN056 or DBGN08AN056). For innovation studies the 'IN' will precede the 'TB/DB' (e.g. INTBGN08AN056 or INDBGN08AN056).

e.g. GN08AN056: G = Glasgow, N = Non-commercial, 08 = Submission Year, AN = Anaesthetics (Activity area), 056 = first available project number from Project ID log. NB. At the beginning of each calendar year the Project ID log numbering will revert back to 001 and will increase sequentially for each new study allocated a project number.

The same number as a Paediatric, Geriatric, Innovation or UoG project would be GN08AN056P, GN08AN056G, INGN08AN056 or UGN08AN056 in corresponding order.

Endowment grant applications will be coded in the same way as any other projects and added to the Project ID Log. However, only successful applications will be updated/included on SReDA.

6. Referenced documents
- Form 50.009A - Project ID Log
- SOP 50.010 - Project Data Entry on SReDA

7. Related documents
- None

8. Document History

Version	Date	Description
1.0	02/07/2012	Release of first version
2.0	14/07/2016	Updated to template v1.4. change of author
3.0	30/07/2019	Updated to template v3.0, change of author and releaser
4.0	08/07/2021	Updated to include innovation projects, change to R&I and changes to Appendix A
5.0	10/03/2023	Administrative changes (change of author, change to R&I, removal of 5 years for SOP review, further detail on Project ID log, information on endowment applications added, example provided for tissue bank/database studies, SOP 50.010 added as referenced document, administrative changes to Form 50.009A). Minor change to process (project IDs for all studies with a UoG sponsor representative should be preceded by the letter 'U').

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Appendix A: Research Activity Areas

R&I SPECIALTIES & ACTIVITY AREAS - Commercial Study Codes

Specialty Code		Portfolio	
DEPT ID	Description		
AE	A & E, Injuries and emergencies	3	
AN	Anaesthetics	3	
CA	Cardiology	2	
CE	Cardiovascular & Exercise Medicine	2	
CC	Critical Care	3	
DE	Dermatology	3	
DI	Diabetes	2	
EN	ENT	3	
GA	Gastroenterology	2	
HA	Haematology (non oncology)	2	
HM	Haematology (Oncology only)	1	
HS	Heath Services and Delivery Research	2	
HP	Haepatology	2	
ID	Infectious Diseases, Microbiology, Virology, Bacteriology	2	
MG	Medical Genetics	1	
ME	Metabolic and Endocrine	2	
MH	Mental Health (AD, AL, AM, CP, FP, FR, LD)	3	
NE	Neurology (non stroke)	3	
OG	Obstetrics, Gynaecology & Midwifery	3	
OD	Oral and Dental Health	3	
ON	Oncology	1	
OP	Ophthalmology	3	
OR	Orthopaedics	2	Musculoskeletal
PA	Pathology	1	
PC	Palliative Care	Based on disease area	
PH	Public Health	2	
PY	Physiotherapy	2	Musculoskeletal
RE	Renal and Urology	2	
RH	Rheumatology	2	Musculoskeletal
RM	Respiratory Medicine	2	
ST	Stroke	3	
SG	Surgery	2	

*All paediatric studies – Pf3

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R&I SPECIALTIES & ACTIVITY AREAS - Non Commercial Study Codes

Specialty Code | | Portfolio |

DEPT ID	Description		
AE	A & E, Injuries and emergencies	1	Pf3 if Sponsored
AN	Anaesthetics	2	
CA	Cardiology	2	
CE	Cardiovascular & Exercise Medicine	2	
CC	Critical Care	1	
DE	Dermatology	2	Pf1 if Sponsored
DI	Diabetes	2	
EN	ENT	1	
GA	Gastroenterology	2	
HA	Haematology (non oncology)	2	Pf3 if Sponsored
HM	Haematology/Oncology	1	
HS	Heath Services and Delivery Research	2	
HP	Haepatology	2	
ID	Infectious Diseases, Microbiology, Virology, Bacteriology	2	
MG	Medical Genetics	1	
ME	Metabolic and Endocrine	2	
MH	Mental Health (AD, AL, AM, CP, FP, FR, LD)	1	
NE	Neurology (non stroke)	1	
OG	Obstetrics, Gynaecology & Midwifery	1	
OD	Oral and Dental Health	1	Pf3 if Sponsored
ON	Oncology	1	
OP	Ophthalmology	1	
OR	Orthopaedics	2	Musculoskeletal
PA	Pathology	1	
PC	Palliative Care	Based on disease area	
PH	Public Health	2	Sponsored – based on disease area
PY	Physiotherapy	2	Musculoskeletal
RE	Renal and Urology	2	Pf3 if Sponsored
RH	Rheumatology	2	Musculoskeletal
RM	Respiratory Medicine	2	
ST	Stroke	2	Pf1 if Sponsored
SG	Surgery	2	

*All paediatric studies – Pf3

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