Insurance Process Flowchart - Appendix 1

- Research Governance Office to send Application Form, Protocol, Full dataset IRAS, Participant Information Sheet, Consent form to the Insurance Office to review.

- Insurance Office to review and assess study on a case by case basis and to direct queries to Research Governance Manager copying the Research Governance Officer or to refer high risk studies to the Insurers.

- Insurers to assess high risk studies and confirm acceptance or confirmation of additional premiums or if unable to provide cover.

- Research Governance Office to request further clarifications from the Chief Investigator/study team and to respond to the Insurance Office.

- Insurers to assess high risk studies and confirm acceptance or confirmation of additional premiums or if unable to provide cover.

- Research Governance Office to issue a study specific indemnity letter to the Research Governance Office.

- In the event that the investigator is unable to meet the cost of an additional premium, the University will be unable to sponsor the study.

- Research Governance Office to forward indemnity letter to Chief Investigator prior to HRA submission.

- Research Amendments that have a significant impact on the protocol inclusion/exclusion criteria will be communicated by the Research Governance Office to the Insurance Office.

- In the event that the insurers are unwilling to provide cover, the University will be unable to sponsor the study.