

**Leicester Clinical Trials Unit**

**Collaboration Request Form**

Please complete the information below as fully as possible. The boxes will expand to fit the text as you type. Once completed please then email the form to us at ctu@leicester.ac.uk, along with any other documents/information that may be useful to us in understanding your trial and needs.

Please note that details of your enquiry and any funded trial will be entered into our local database. Selected data may be shared with partner organisations, for example the NIHR Research Delivery Network, Research Support Service and Sponsor Organisations, to facilitate collaboration.

**Grant Application Timelines**

Sufficient time will be required to review and design your grant application and therefore any collaboration requests need to be received reasonably in advance of the anticipated submission deadline. The timelines below indicate the minimum timeframes required for costings to be produced, following the design of the trial.

**Minimum 6 Weeks (30 working days) to funder deadline:** Clinical bids, bids with International Partners, and other complex bids (as determined in consultation with the Research and Partnerships Development team).

**Minimum 3 Weeks (15 working days) to funder deadline:** All costs to be submitted, complete with all required documents, and details of all resources required for the project. It is not expected that substantial changes to the required resources will be made beyond this point.

**SECTION 1 – ENQUIRER DETAILS**

|  |  |
| --- | --- |
| **Name of Enquirer:** |  |
| **Position or Anticipated Role in Trial:** |  |
| **Organisation:** |  |
| **Email:** |  |
| **Telephone:** |  |

|  |  |
| --- | --- |
| **Chief Investigator:** |  |
| **Employing Organisation of CI:** |  |
| **Sponsoring Institution** *(Please provide details of the Sponsor)***:** |  |
| **Email:** |  |
| **Telephone:** |  |

**SECTION 2 – STUDY/TRIAL DETAILS**

|  |  |
| --- | --- |
| **STUDY/TRIAL TITLE** |  |
| Brief outline of proposal including primary endpoints, sample size, methodology etc. You may wish to consider aspects such as application structure, any known collaborators, partnering organisations and sponsorship. If your study/trial is still at an early stage, please outline your current ideas: |
|  |

|  |
| --- |
| **PLEASE TICK ALL THAT ARE RELEVANT TO YOUR STUDY/TRIAL:** |
| [ ]  Multi-site | [ ]  Single site |
| [ ]  Randomised controlled trial (RCT) | [ ]  International sites |
| [ ]  CTIMP | [ ]  Non-CTIMP |
| [ ]  Medical Device Trial | ☐ Pilot / Feasibility |

|  |
| --- |
| **RCT DESIGN** *(where known)* |
|  |

|  |
| --- |
| **PLEASE TICK THE LCTU SUPPORT YOU MAY NEED:** |
| [ ]  Design | [ ]  Data Management |
| [ ]  Statistics | [ ]  Randomisation |
| [ ]  Database/Survey build | [ ]  Trial Management |
| [ ]  Other (please provide details) |  |

**SECTION 3 – FUNDING DETAILS**

|  |  |
| --- | --- |
| **Funder:** |  |
| **Does funder require peer review and at what stage?** |  |
| **Call/Programme link:** |  |
| **Submission Deadline:** |  |
| **Other deadlines to be met** *(e.g., Partnership deadlines)***:** |  |

