Insurance Process Flowchart - Appendix 1

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

2. 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

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

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

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

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

7. 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

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

9. 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