Indemnity Process for Sponsored Studies - Appendix 1

Research Governance Office (RGO) to send Application Form, Protocol, Full IRAS dataset, Participant Information Sheet & Consent Form to the Insurance Office following Sponsor Review. For research activities deemed to be of 'higher risk' this will occur prior to the RGO commencing the initial Sponsor review.

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

RGO 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
- need for additional premiums or
  unable to provide cover

Insurance Office to issue a study specific indemnity letter to the RGO

RGO to forward indemnity letter to Chief Investigator prior to HRA submission

Insurance Office to confirm if indemnity can be provided and, where applicable, costs of additional premiums. 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.

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

Research Amendments are communicated to the Insurance Office on a monthly basis and actioned accordingly. Amendments may require referral to insurers and where necessary an updated letter of indemnity and/or the cost of additional insurance premiums will be issued.