**Template email for sponsors to share the Local Information Pack with participating NHS organisations in Scotland**

**Guidance**

For Scotland there is no requirement to resend the documents submitted with the IRAS Form. The NRS Permissions Coordinating Centre (NRS Permissions CC) will have made these available to the R&D offices of the participating NHS organisations.

To share the Local Information Pack, the Sponsor must email using this template and listed documents to NRS Permissions CC (nhsg.NRSPCC@nhs.net). NRS Permissions CC will make the Local Information Pack available to the participating NHS organisation(s) in Scotland including R&D (who share with the research team) and network/specialty groups as relevant. The template email, and associated documents, for a number of participating NHS organisations in Scotland can be grouped and sent to NRS Permissions CC in one email or individually as available. Please see [IRAS Help](https://www.myresearchproject.org.uk/help/hlpsitespecific.aspx) for more information.

It remains the Sponsor responsibility to ensure the final approved documentation is available for the research teams to start the study.

**Template email**

**From:** Sponsor organisation

**To:** nhsg.NRSPCC@nhs.net

**Subject:** IRAS [Insert IRAS ID]. Provision of local information pack

**Body of email:**

Dear NRS Permissions Coordinating Centre,

**RE: IRAS [Insert IRAS ID], [Insert study Title]. Provision of local information pack.**

In relation to the above referenced study, please find attached the localised Organisation Information Document(s) and listed documents for onward sharing as part of the Local Information Pack.

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| --- | --- | --- |
| **Document**  | **Version (where applicable)** | **Date (where applicable)** |
| Localised Organisation Information Document – if providing the localised Organisation Information Document for more than one participating NHS organisation in Scotland please list all the organisations. |  |  |
| Delegation log template (including known research team names but not signatures).  |  |  |
| Any other documents that the sponsor wishes to provide to the site to support the set up and delivery of the study |  |  |

Please contact [insert appropriate sponsor contact details for discussion to support study set up] if you have any questions or need to discuss any points related to the set-up of this study.

[Insert any specific points/actions that need to be communicated that NHS organisations need to know in order to set up the study]

Kind regards

[Sponsor organisation]