

2017 Annual Registration Update Process

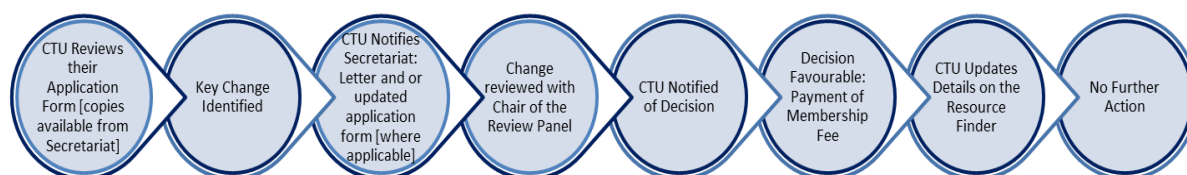
Deadline: 30 September 2017

This guidance applies to all Registered Units. UKCRC Registered clinical trials units (CTUs) are required to update their Registration with the Network annually. Registered Units are asked to notify the Network Secretariat of any key changes to their CTU. Key changes can include any strategic, operational or systematic change experienced by the Unit that is covered by the application content and which might affect the Unit's ability to meet the criteria and core competencies for Registration for example; changes/loss of key senior staff such as loss of senior IT staff/senior Statistician, change of Director, change in IT system.

CTUs updating their Registration are advised to:

1. Review your application form including details previously submitted to the Secretariat under this process (copies are available from the Network Secretariat).

Change Notification:



- a) Notify the Secretariat of any key changes **as soon as possible**. CTUs should submit the following by email to regctus@leeds.ac.uk:

- a covering letter providing details of the key change(s)
- Updated Application form (if appropriate)
- Additional evidence/information (e.g. CV for new member of senior key staff)

For units who have notified the Secretariat of key changes, this information will be reviewed by the Secretariat in collaboration with the International Review Panel [where appropriate] and they will be advised on how to proceed in due course. Please note that should the change(s) to a CTU result in an unfavourable decision by the International Review Panel, feedback will be issued to the CTU concerned and remedial action will be advised in a time frame stipulated by the Chair/Review Panel.

No Key Changes:



- b) If no changes have been identified, CTUs should email regctus@leeds.ac.uk confirming there are no changes and proceed to paying the registration maintenance fee of £3000.

2. Pay fee

CTUs should use the online payment facility:

<http://store.leeds.ac.uk/product-catalogue/faculty-of-medicine-health/school-of-medicine/leeds-institute-of-clinical-trials-research-unit-lictr>

Some CTU's have experienced problems paying the full amount in one transaction due to credit card limits, in anticipation of this there is an option to pay the fee in quantities of £500. CTUs are advised to make every effort to pay via the online facility but if you are still unable to pay via this method we accept BACS transfers. Please use the following information AND please reference '95510317 Saeeda Bashir CTRU' in the payment along with your CTU/Collaborative Group name so that we can allocate it correctly:

If for any reason you are unable to make payment via the online store please contact your internal finance team and request that they raise a Purchase Order. The document should be sent to regctus@leeds.ac.uk. Upon receipt we will raise an invoice for the cost of the renewal. If your institution has any particular requirements in respect of invoicing then please ensure that this is communicated in the Purchase Order document or the covering email.

For more information and frequently asked questions visit the website: www.ukcrc-ctu.org.uk