What information should I submit?

Please provide as much information as possible, clearly outlining the protocol requirements and the target population for your research, including key inclusion/exclusion criteria. Ideally, a draft protocol or a protocol synopsis will allow the investigators to assess the study. In addition, a clinically focused site evaluation questionnaire should be submitted. Please consider the following points when submitting your request:

- **Do you have an idea of the sites you want to approach?**
    - o Are there specific sites or investigators you would like to target
- **Have you made individual approaches to some key investigators already?**
    - o Include if you have made individual approaches to investigators. This will ensure that an approach is not duplicated and will enable the teams to better support the investigator.
- **Do you have a deadline date for expressions of interest?**
    - o It is the aim to turn around requests in 14 calendar days; if you have an urgent request please make that clear in your submission email and this can be facilitated where possible.

We do not have CDAs in place with all Health Boards in Scotland, how can we tackle this?

If you do not have confidentiality arrangements in place with Health Boards in Scotland it is recommended that you provide blinded protocol and/or top-line study information that can be circulated to identify investigators who want to know more about the study. Confidentiality agreements can then be put in place with interested institutions.

It is recommended that all CDA requests are sent to the Board R&D offices; investigators in Scotland should not be approached individually to sign confidentiality agreements.

Do we receive site ID or feasibility requests from the NIHR?

No, these services currently work outside of the NIHR system. If you are looking for study sites it is strongly recommend that you make a separate submission to feasibility@nrs.org.uk. Similarly, NRS do not share requests with either the NIHR or other Devolved Administrations. Contact details for these countries are as follows:

England - crncc.support@nihr.ac.uk

Wales - industry-research@wales.nhs.uk

Northern Ireland –