

# Standard Operating Procedure CCTU/S0054

## CCTU Funding and Collaboration Process

### 1. Scope

This SOP applies to CCTU staff and trial teams involved in initial contact with investigators who wish to run Cambridge Sponsored Clinical Trials or clinical research projects with the CCTU.

### 2. Purpose

This SOP describes the collaboration procedure between the CCTU and an investigator when starting a new clinical research project. This includes assisting with costing, preparation of a funding application and filing of project information.

### 3. Definitions and Abbreviations

The headings below contain the definitions of terms and meaning of abbreviations used within the document.

#### 3.1. Definitions

Term	Definition
Cambridge Sponsored	Sponsored by Cambridge University Hospitals NHS Foundation Trust (CUH); or the University of Cambridge (UoC); or jointly by CUH and UoC or Cambridgeshire & Peterborough NHS Foundation Trust (CPFT) or CPFT jointly with the University of Cambridge
Sponsor	An individual, company, institution or organisation which takes responsibility for the initiation, management and/or financing of a clinical trial
Externally Sponsored	Sponsored by any other Trust, University or academic Organisation outside the CUH or UoC remit.
Clinical Research Project	Clinical research involving human participants conducted as an observational or interventional study, investigating the efficacy, tolerability, feasibility, sensitivity or safety of a medical device, CTIMP or non-CTIMP.

#### 3.2. Abbreviations

Abbreviation	Meaning
CI	Chief Investigator
CRL	Collaborative Research Letter
CTC	Clinical Trials Coordinator
CTIMP	Clinical Trial of an Investigational Medicinal Product
CUH	Cambridge University Hospitals NHS Foundation Trust

DM	Data Manager
DMC	Data Monitoring Committee
DMP	Data Management Plan
eCRF	Electronic Case Report Form
EDC	Electronic Data Capture
FTE	Full Time Equivalent
IMP	Investigational Medicinal Product
MHRA	Medicines and Healthcare Products Regulatory Agency
NIHR	National Institute for Health and Care Research
OTR	Office of Translational Research
POC	Point of Contact
RCT	Randomised controlled trial
R&D	Research and Development
RSS	Research Support Service
ReDA	Research Database Application
SoECAT	Schedule of Events Cost Attribution Tool
SOP	Standard Operating Procedure
TMG	Trial Monitoring Group
TSC	Trial Steering Committee
UoC	University of Cambridge

#### 4. Undertaken by

The CCTU Senior Management Team, CI and/or trial team members as appropriate.

#### 5. Items Required

CCTU Costing Tool  
CCTU/INF014 CCTU Funding and Collaboration Flow Diagram  
CCTU/FRM083 CCTU Collaboration Request Form  
CCTU/SOP045 Use of Vendors  
CCTU/GD027 ReDA User Guide  
R&D/POL003 International Studies Policy  
CCTU Collaborative Research Letter  
CCTU Support letter  
CCTU/TPL114 Portfolio Adoption Meeting Agenda

#### 6. Summary of Significant Changes

Addition of Portfolio CCTU Adoption Meeting

#### 7. Method

The following sections provide a description of the processes to be followed when implementing this document's procedures.

The processes are described in CCTU/INF014 CCTU Funding and Collaboration Flow Diagram

### 7.1. Initial contact with CCTU

- CIs wishing to collaborate with the CCTU should complete the CCTU Collaboration Request Form (CCTU/FRM083) available on <https://cctu.org.uk/> and email it to [cuh.cctu@nhs.net](mailto:cuh.cctu@nhs.net)
- If the recipient(s) of a collaboration enquiry within the CCTU themes (except the CCTU core theme) judge the details of collaboration to be beyond the remit of the service or theme they should forward the enquiry to the CCTU inbox for review and likewise any core CCTU requests better suited to a theme or partner will be forwarded as appropriate
- If the relevant CCTU theme or partner intends to collaborate they should contact the enquiring CI directly to arrange an initial meeting
- A copy of all completed CCTU collaboration forms, detailing studies which fall within the remit of the CCTU core theme or include Regulatory involvement, should be filed accordingly

### 7.2. Initial meeting with CCTU

- Members of the CCTU senior management team will be invited as appropriate to attend initial meetings with the CI(s)
- A Clinical Trials Manager can delegate an experienced CTC to attend
- During initial meetings, the proposed project will be discussed in detail with emphasis on:
  - Study rationale
  - Intervention(s) and investigative product(s)
  - Research design aim(s) and objectives
  - Participant recruitment strategy target and duration
  - Number spread and function of participating sites
  - Funding requirements application deadlines and CCTU resources
  - Status availability and supply chain of IMP, non-IMP or Device
  - Data capture entry and management requirements
  - Funder requirements and necessary policies i.e. R&D/POL003 International Studies Policy if participating sites are international
  - Outcome dissemination strategy (i.e. publication interests)

### 7.3. Follow-up after initial meeting

- Details of proposed studies will be reviewed regularly by the CCTU senior management team, including:
  - Information gathered from meetings with CIs or their POC
  - Timelines associated with proposed funding applications
  - Progress made regarding the development of funding applications
  - Concerns associated with proposed funding applications

- Additional meetings between the enquiring CI and member of the CCTU senior management team or their delegates may be required as appropriate and in keeping with CCTU/INFO14
- Factors considered when deciding to collaborate with a CI include:
  - Quality scope and clinical relevance of proposed research
  - Proposed funding body and fit with the CCTU remit
  - Capacity and expertise within the CCTU
- If the CCTU is unable to collaborate the enquiring CI may be directed to other suitable partners, CTUs or RSS
- If the CCTU is able to collaborate, the CI will be provided with relevant advice and CCTU costings to allow for submissions of funding applications

### 7.4. Record Keeping/Filing

- If the CCTU agrees to collaborate on a proposed research project and the project is funded, a CCTU number and ReDA entry (see CCTU/GD027) will be assigned
- Delegates in the relevant CCTU Theme and/or the Regulatory Team will be subsequently responsible for completing/updating information in ReDA
- If the funding application is rejected the Project information will be archived, unless there is clear documented communication from the CI indicating the application will be re-submitted in response to another funding call
- When a project is proposed, a project-specific electronic folder will be generated within the CCTU network drive in the folder titled "Proposed Studies". The folder may contain:
  - Email correspondences
  - Approved and accepted CCTU costing
  - Funding applications submitted at each funding stage
  - Letters of import associated with the application i.e. from the funder(s), sponsor(s) or CCTU
- If a funding application is withdrawn the folder associated, with the study in the "Proposed Studies" folder will be archived unless there is communication from the CI indicating the application will be re-submitted in response to another funding call
- If a previously unsuccessful application is successful in response to another funding call, files associated with the application will be transferred from the "Proposed Studies" folder of the CCTU network-drive to the "Finance" and "Study Folder" of the drive accordingly.
  - The study file within the "Proposed Studies" folder will also be archived in the "Proposed Studies" folder for record keeping purposes
- The CCTU senior management team and appropriate trial team members may save files associated with funded studies using the CCTU filing template for the Finance, Proposed Studies and Study Files folders as appropriate

### 7.5. Costing

The Operations Director or delegate can generate research-costs using the CCTU Costing Tool. The research-costs are direct-costs to the CCTU and include mandatory costs as well as required costs per project:

- Senior Management Oversight
- Trial Coordination
- Database Programming
- Data Management
- Statistical Analyses
- Administration Support
- Randomisation
- Regulatory Oversight
- Quality Assurance

The Operations Director or delegate will cost the FTE and determine the band-level for the following CCTU staff as appropriate, having considered for example:

- Coordinator: CRF design and IMP supply chain management, number of sites to open/close, participant recruitment target, potential for adverse events; duration and location(s) (e.g. UK vs. International); site monitoring requirements i.e. type of site monitoring (e.g. Onsite vs. Offsite), number of CRFs and TMFs to archive, involvement in meetings i.e. TMGs and time to update ReDA
  - Database Programmer: EDC/eCRF requirements, Database set-up, database validation if applicable, number of variables to establish and validate; coding requirements; database design amendments and database locking
  - Data Manager: The anticipated burden of data queries; the number of participants, measures and endpoint all of which correspond with time required for DMP development, testing, data entry, size and complexity of dataset to be securely shared with a statistician for interim and end of trial analysis
  - Data Entry Clerk: The number of participants, measures and endpoint which correspond with data entry time
  - Statistician: Statistical design and analyses (e.g. interim and final); sample size, number of variables to validate; involvement in meetings i.e. DMCs and TMGs
  - Clinical Trial Administrator: The number of CRFs and TMFs to archive; invoicing schedule
  - Sponsor Regulatory Team (clinical trials officer, clinical trials monitor and PV officer): Involvement of the Team is mandatory for CTIMPs. Potential for adverse events; the complexity and potential issues of trial governance, risk assessment and Central monitoring requirements
- Draft research-costs will be reviewed and approved by the Operations Director prior to sending to the CI or their POC
  - CIs are responsible for all other costs associated with their clinical research project
  - If the CI has secured funding prior to approaching the CCTU for support, details of the collaboration must be agreed with the CCTU before CCTU staff work on the project

### 7.6. Funding Application

- If a CI has approached the CCTU for assistance with the funding application, the CCTU Team can work with the CI to identify suitable funding streams and will assist in preparing the funding application by:
  - Editing and commenting on proposal versions shared by the CI, until a final version is complete
  - Advising on the completion of the SoECAT
  - Preparing a signed CCTU support letter and any other CCTU letters which may strengthen the funding application
  - Seeking advice from the CCTU senior management team on the clinical and statistical relevance of the study design and assisting the CI to incorporate this advice into the application
- The CCTU must review the final draft funding application prior to submission to the funding body and must retain a copy of the final application
- CIs will be advised to include CCTU senior management staff as co-applicants as appropriate

### 7.7. Funding Application Outcome

- Funding application outcomes will be tracked, and a copy of the funding award and/or rejection letter will be requested from the CI, if not provided
- The relevant legal team (CUH, University of Cambridge or other) will obtain the relevant contracts to review proposed timelines and milestones in collaboration with the CCTU

### 7.8. CCTU Portfolio Adoption Meeting

- Once project funding has been confirmed and a copy of the funding award letter provided to the CCTU, a CCTU Portfolio Adoption Meeting will be scheduled with all relevant parties
- CCTU/TPL114 is to be used as template agenda for the meeting
- Minutes of the meeting are to be taken by the CTC representative or designee and circulated post meeting for review and approval. After minute finalisation, a draft Gantt chart and agreed action points are to be circulated by the CTC representative or designee to all attendees

### 7.9. Collaborative Research Letter (CRL)

- When the relevant legal team has prepared funding contracts associated with a clinical research project and contracts have been signed by all necessary parties, the CCTU Administrator will generate a CRL using the template in ReDA. The CRL will detail all:
  - CCTU responsibilities
  - Agreed timelines, payment schedule and invoicing details
  - The CCTU costing, which should be attached
- The draft CRL should be reviewed by the Operations Director and then sent to CIs for signed agreement

- The final CRL agreed between CCTU and CI will be signed by both parties; the CI and the CCTU Director or designee
- One will be retained by the CI and the other by the CCTU Administrator, who will set-up the agreed invoicing schedule
- Documents associated with CCTU involvement and set-up may be sent alongside the CRL for the CI to complete, such as CCTU/TPL112 Inclusion and Diversity Plan

### **7.10. Start of the collaboration**

- CCTU staff will officially start working on the set-up phase once the CRL and all funding agreements are signed
- New members of CCTU staff may need to be employed - this applies mainly to study specific CTCs and DMs - to support the collaboration
- Existing CCTU staff may be assigned additional study-specific responsibility by relevant members of the CCTU senior management team
- A clinical research project is considered an active clinical trial once a participating site opens and recruitment can begin
- The trial will remain active until the final site has been closed

## **8. Monitoring Compliance with and the Effectiveness of this Document**

### **a. Process for Monitoring Compliance and Effectiveness**

As part of routine monitoring visits, audit and inspection

### **b. Standards/Key Performance Indicators**

This process forms part of a quality management system and is reviewed according to CCTU procedures. Standard Operating Procedures are reviewed every two years.

## **9. References**

The Institute of Clinical Research, Abbreviations used in Clinical Trials.  
MHRA, Good Clinical Practice "Grey Guide"

The Institute of Clinical Research, Abbreviations used in Clinical Trials.  
HRA website  
NIHR website

## **10. Associated Documents**

CCTU initial contact flowchart (CCTU/INF014)  
CCTU/SOP047 CTIMP Start Up Procedure for Trial Teams  
CCTU/TPL112 Inclusion and Diversity Plan

### 11. Equality and Diversity Statement

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

### 12. Disclaimer

It is the user's responsibility to check against the electronic library that this printed out copy is the most recent issue of this document.

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