Research & Development Approval
Guidelines to the application process

All research activity must be registered with the Research & Development Office and approved by the R&D Internal Review Panel. Conducting research in the absence of R&D approval is in breach of Good Clinical Practice.

The R&D approval process is co-ordinated on an All Wales basis by Health and Care Research Wales Permission Co-ordinating Unit (PCU).

R&D approval is granted by the Internal Review Panel across Betsi Cadwaladr University Health Board.

The application form for R&D approval can be found on the Integrated Research Application System *(IRAS)* website at **https://www.myresearchproject.org.uk** - the web based integrated application system through which you can apply for all permissions needed for research in the UK.

Integrated Research Application System (IRAS)

⟩ Is a single system for applying for permissions and approvals for health and social care / community care research in the UK.
⟩ Enables you to enter the information about your project once instead of duplicating information in separate application forms.
⟩ Uses filters to ensure the data collected and collated is appropriate to the type of study, and consequently the permissions and approvals required.
⟩ Helps you meet regulatory and governance requirements.
⟩ Retains familiar aspects of the online ethics application system.

IRAS captures the information required for the relevant approvals from the following review bodies:

⟩ NRES / NHS / HSC Research Ethics Committees
⟩ NHS / HSC Research and Development offices
⟩ Medicines and Healthcare products Regulatory Agency (MHRA)
⟩
⟩

Submissions should include *(bold are mandatory documents – without them an application cannot be accepted)*:

1. **The Checklist** – this is generated in IRAS from the Checklist tab, all documents included in the submission need to be listed on this form.

2. ***Signed***

Validation of an application shall be undertaken within five days of receipt of the application and the Chief Investigator shall be notified of a valid or an invalid application.

Once a complete application is received by PCU, they will notify the relevant NHS Organisation

We are here to help

Research & Development

R&D Office – (Research and Development submissions/and Ethics - Wales REC 5)

BCUHB - Clinical Academic Office
Clinical School
Ysbyty Gwynedd
Bangor
LL57 2PW   Tel/Fax: 01248 384877

Dr Rossela Roberts
Clinical Governance Officer (R&D/Ethics)   **rossela.roberts@wales.nhs.uk**

Miss Debra Slater
Research Governance Officer   **debra.slater@wales.nhs.uk**

Mr Aaron Pritchard
Research Facilitator   **aaron.pritchard@wales.nhs.uk**

Mr Sion Lewis
Research & Development Assistant   **sion.lewis@wales.nhs.uk**

Ms Marie Davies
Research & Development Assistant   **marie.E.davies@wales.nhs.uk**

Ms Lisa Hother
Research & Development Assistant   **lisa.hother@wales.nhs.uk**

Ms Melissa Van Der Bijl
Research Facilitator   **Melissa.vanderbijl@wales.nhs.uk**

Tel. 01248 388327

R&D Office – (Research and Development Monitoring/Audit)

BCUHB - R&D Office (1st Floor)
Holywell Community Hospital
Holywell
CH8 7TZ   Tel: 01352 718382

Mrs Lona Tudor-Jones
Research & Development Manager   **Lona.TudorJones@wales.nhs.uk**

Mrs Michele Davies
Research Governance Officer   **michele.davies3@wales.nhs.uk**

Mr Lewis Waggett
Research & Development Assistant

lewis.waggett@wales.nhs.uk

Ms Wendy Scrase
Primary Care Research Facilitator

wendy.scrase2@wales.nhs.uk

Tel. 01248 388180

Additional he