

UKALL2003 (v 7.0)

HOW TO APPLY FOR SITE SPECIFIC ASSESSMENT (SSA)

1. Register on the IRAS (Integrated Research Application System)

Go to www.myresearchproject.org.uk

Click on 'CREATE ACCOUNT' at the top of the screen and follow instructions

2. Email CTSU when you have completed the above registration process, e.g.

"To: randomisation@ctsu.ox.ac.uk
Subject: UKALL 2003 – SSA application
Content: I have registered on the IRAS website – please send a Site Specific Information form (SSIF) to the following email address (*the email address used when registering with IRAS*) for (*your site name*)."

An SSI form will be transferred to you. You will then receive an email from IRAS asking you to accept the transfer.

3. Click on the link to the IRAS website in the email

Log in using your registered email address and password.

Accept the sections that you have been sent. You will then be able to complete the SSI form.

4. Submit the application

The PI completes, signs and submits the SSI form to the R&D department.

Please send a copy of your R&D approval letter to us at:

Freepost RLUJ-UUU-UUAC
CTSU, Richard Doll Building
Old Road
Headington
OXFORD
OX3 7LF