

Research Office

Portfolio Study application guidance

The first step to setting up your study at the Trust is to contact the Research Office kch-tr.research@nhs.net or look at our web page <http://www.kch.nhs.uk/research/setting-up> . You will be provided with guidance on the steps involved in preparing your application.

The Trust is measured on performance so we want to get things turned around as quickly as possible. It is important that you work with the Research Office team to prepare your application; some aspects of set-up are time intensive and it is important that these are done ahead of making the submission.

There are certain things that you can be preparing at the same time as we are undertaking our preparatory work. Please see guidance on what you can do without R&D approval.

It is vitally important that you undertake feasibility review for your project (**see feasibility guidance**). In order to allow a timely set –up, giving you the best chance to hit your 70 day recruitment target, you will need to think about the logistics of running your study at King's College Hospital. This will help organise everybody who is supporting your study and ensuring that they are on board and ready to start when you are.

The Research Office will let you know when you are ready to submit your documents, which is the last step in the process.

Portfolio Study submission:

The South London CRN have issued detailed guidance on how to submit your portfolio project. [http://www.crn.nihr.ac.uk/Resources/NIHR%20CRN%20CC/Networks/CCRN/London%20\(S\)/Documents/CSPMOD1.pdf](http://www.crn.nihr.ac.uk/Resources/NIHR%20CRN%20CC/Networks/CCRN/London%20(S)/Documents/CSPMOD1.pdf)