

SIGNPOSTING, READING & RESOURCES - INTERNAL

AREA	RESOURCE	TOPICS	LOCATION
THE JOINT RESEARCH OFFICE (JRO)			
JRO HOMEPAGE		The JRO provides integrated research support for researchers from the Faculty of Medicine and Imperial College Healthcare NHS Trust	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/
GRANTS	Pre-award and submission	Detailed information on drafting, writing, and submitting a proposal.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/preaward/
	Awards and decisions	Guidance on notifying the JRO of grant acceptance / rejections, and information on when projects will need to be reviewed by the JRO.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/award/
	Post-award and administrative practices	General guidance on activating funding, grant management, POs, account admin and timesheets. Specific guidance on specific documents, account closing, reconciliations and balances, commitments etc.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/postaward/
	EU Projects	Information for H2020 and Horizon Europe grants	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/euprojects/
CONTRACTS	Homepage	The JRO provides management support for projects funded by the College, working closely with numerous departments across the Faculty of Medicine and external parties.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/grants/euprojects/

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CONTRACTS	Agreements managed by the JRO	Info on what is handled by the JRO Contracts Teams	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/contracts/agreementsjro/
	Agreements managed outside the JRO	Other types of agreements, who manages them, and appropriate first contacts and personnel for each type	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/contracts/agreementsnotjro/
	College contracts T's & C's	Includes information on the College's Preferred Terms & Conditions Policy	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/contracts/collegetac/
	Contracts process	Surface details of the main stages of the process	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/contracts/contractprocess/
		A useful map showing the contracts process and stages	https://www.imperial.ac.uk/media-access/internal/?folder=research-and-innovation/joint-research-office/internal&filename=JRO-process-v22.pdf
	Request a contract	Details the information required by the JRO to begin the contracts process	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/contracts/requestcontract/
	What counts as research in a university setting?	Definitions and criteria for research, as well as types of research	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/contracts/researchuniversity/

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ICL Healthcare NHS Trust (ICHT) R&D Office		Research conducted within ICHT is also managed under the JRO; Includes personnel contacts for specific areas	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/icht-studies/
RESOURCES	Homepage	Overview of available JRO information and resources	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/resources/
	FAQs	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/resources/faqs/	
	Useful Links	Includes links to various pages about clinical research, the clinical research process, and specific ICL sites etc	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/resources/links/
	Glossary	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/resources/glossary/	
	New starters	Information for staff members new to the research process	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/resources/newstarters/
CONTACTS	Staff list	Full list of JRO staff, organised by Department	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/about-us/jro-contacts/
	JRO Org charts	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/about-us/jro-contacts/organisation-charts-for-jro-icht--faculty-staff/	

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HEALTHCARE RESEARCH STUDIES		Healthcare research studies guidance and resources to help investigators meet NIHR benchmark targets.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/
	Route maps - College sponsored	Direct links to the relevant maps	https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/public/College-sponsor-process-v13-no-links.pdf
	Route maps - Trust sponsored		https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/public/Trust-sponsor-process-v06-no-links.pdf
	Route maps - Commercially sponsored		https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/public/Commercial-sponsor-process-v12-no-links.pdf
	Route maps - Non-commercially sponsored		https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/public/Noncommercial-sponsor-process-v05-no-links.pdf
	Stages - Feasibility assessment	General definition of each stage - Use the respective side bars to access pages and resources on specific areas, processes, or stages within each item.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stages/feasibilitystage/

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HEALTHCARE RESEARCH STUDIES	Stages - Study work-up	General definition of each stage - Use the respective side bars to access pages and resources on specific areas, processes, or stages within each item.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stages/workupstage/
	Stages - Governance		https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stages/governancestage/
	Stages - Patient recruitment		https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stages/recruitmentstage/
	Stakeholders - ICHT Clinical Divisions	A key part of the feasibility stage of planning, page defines the service purpose and remit. Includes useful contacts for specific departments or study types.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/clinicaldivisions/
	Stakeholders - Research Governance & Integrity (RGIT)	Includes SOPs, info on Documas, and info on RECs; RGIT supports research in conducting legal, ethical, and scientific research, and fulfilling those respective obligations.	https://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/
	Stakeholders - Pharmacy	Part of the feasibility stage, and can advise on costs, location, and staff availability, and technical agreements. This team is responsible for various agreements and documentations for CTIMP studies. Page includes useful contacts and team information.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/pharmacy/

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HEALTHCARE RESEARCH STUDIES	Stakeholders - Imaging Research	A specific steering group and management team for imaging-related research under the Imaging Directorate. Page includes useful contacts and team information.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/imaging/
	Stakeholders - Tissue Bank	Provides instructions for teams requiring support from the Tissue Bank. Includes a departmental contact.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/tissuebank/
	Stakeholders - Pathology	ICHT Studies only - provides instructions for requesting support.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/pathology/
	Stakeholders - Imperial Clinical Trials Unit (ICTU)	A UKCRC registered clinical trials unit, with experience and expertise in the development and delivery of high quality clinical trials across a wide range of therapeutic areas.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/ictu/
	Stakeholders - Research Facilities	A full list of research facilities and an appropriate first contact	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/researchfacilities/
	Stakeholders - Information Governance	Information about Caldicott Guardians, and basic guidance	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/informationgovernance/

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THE JOINT RESEARCH OFFICE (JRO)			
HEALTHCARE RESEARCH STUDIES	Stakeholders - New Interventions Committee	Information about the proper process for if a research study is likely to produce a change in interventional practice	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/stakeholders/newinterventions/
	Resources - Documas	Information about the Documas record-keeping / study management system	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/resources/documas/ https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/joint-research-office/public/About-Documas.pdf
	Resources - NIHR benchmarks	Information about the NIHR Benchmarks system, including links to requirements and objectives.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/resources/nihrbenchmark/
	Resources - Documentation	List of links to department specific documents for ethical and regulatory approval.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/resources/documentation/
OTHER RESOURCES			
WORKTRIBE		Internal system for pre-award processes (grant writing), particularly for multi-discipline collabs	https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/worktribe/

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OTHER RESOURCES			
RESEARCH EXCELLENCE FRAMEWORK		The system for assessing the quality of research conducted in UK Higher Education Institutions	https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/ref/
		Overall information about REF; includes a downloadable copy of the Code of Practice	https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/ref/about-ref/
EDUCATION ETHICS REVIEW PROCESS (EERP)		Specifically for projects conducted as part of education	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/education-ethics/
	The EERP Process	Overview of the process and objectives	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/education-ethics/the-eerp-process/
	Choosing the right ethics	Flowchart; very acronym heavy, may be useful to make a more user friendly version?	https://www.imperial.ac.uk/media/imperial-college/research-and-innovation/education-ethics/public/Ethics-process-map.pdf
	Ethical approval for research and other disciplines	Key links to the various aspects of the EERP process, including Ethics approval overview, Applications process, Safety reporting, and FAQs	https://www.imperial.ac.uk/research-ethics-committee/
	How to apply	Detailed instructions on how to apply, and links to the application process, plus contacts	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/education-ethics/how-to-apply/

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RESEARCH ETHICS		Homepage	https://www.imperial.ac.uk/research-ethics-committee/
	Ethics approval overview	Includes FAQs like when a project needs to apply, in what circumstances you don't need to apply, and the routes to ethics review	https://www.imperial.ac.uk/research-ethics-committee/ethics-approval-overview/
	Application process	Links to pages on both undergrad and postgrad / staff application processes	https://www.imperial.ac.uk/research-ethics-committee/application/
	Committees	Info on the RECs at ICL, for projects conducted at ICL	https://www.imperial.ac.uk/research-ethics-committee/committees/
	Safety Reporting	Info and SOPs on safety reporting, including AEs, SAEs, and PDs	https://www.imperial.ac.uk/research-ethics-committee/safety-reporting/
	Worktribe FAQs	Info for projects submitting to ethics using the Worktribe system	https://www.imperial.ac.uk/research-ethics-committee/worktribe-faqs/
	FAQs	Useful info on general research and ethics related questions	https://www.imperial.ac.uk/research-ethics-committee/faq/
	Contact Us	REC Governance Co-ordinator contact details	https://www.imperial.ac.uk/research-ethics-committee/contact-us/

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OTHER RESOURCES			
SUPPORT FOR STAFF - RESEARCH IMPACT MANAGEMENT OFFICE (RIMO)	Managing your large research projects	General info on research project management, and answers to main "how to" questions; Includes info on projects currently/previously supported by RIMO	https://www.imperial.ac.uk/enterprise/staff/managing-projects/managing-your-large-research-projects/
	Publicising your project	Info on how to publicise completed research (that has been supported by RIMO), and includes useful links for departments that can help publicise non-RIMO research projects	https://www.imperial.ac.uk/enterprise/staff/managing-projects/publicising-your-research-project/
FUNDING OPPORTUNITIES		Overview of College managed funding opportunities, including internal and College-managed external opportunities	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/funding-opportunities/
	Internal Opportunities	List of, and info regarding, internal opportunities for funding and support for research, including Fellowships.	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/funding-opportunities/internal-funding-opportunities/
	College-managed External Opportunities	Information on funding calls that have limited numbers of applications per Institution, and as such are managed by the Funding Strategy Team.	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/funding-opportunities/managed-external-calls/

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OTHER RESOURCES			
FUNDING OPPORTUNITIES	Institutional Letters of Support	Info about when ILS' are required and how to obtain one	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/funding-opportunities/managed-external-calls/institutional-letters-of-support/
	European Commission	Info on the European Commission and funding available e.g Horizon	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/european-commission/
	UKRI's The Funding Service	Information on changes to the UKRI funding application process	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/ukris-the-funding-service/
THE RESEARCH OFFICE (RO)			https://www.imperial.ac.uk/research-and-innovation/research-office/
	Funder Information	Info and links to pages on funding opportunities, types of research funding, the Researchfish system, the European Commission, and funder policy updates	https://www.imperial.ac.uk/research-and-innovation/research-office/funder-information/
	Research Policies	Overarching info on what constitutes research, and links to various important and useful policy documents on research and research governance	https://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/
	Research Governance & Integrity	Info on the Research and Governance Integrity Team (RGIT), and links to relevant SOPs etc.	https://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/

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OTHER RESOURCES			
THE RESEARCH OFFICE (RO)	Preparing a proposal	Useful info on how to prepare and cost a research proposal, including information on what funders expect to see	https://www.imperial.ac.uk/research-and-innovation/research-office/preparing-and-costing-a-proposal/
	Managing research projects	Info on the roles of different parts of the research process e.g. role of the PI, role of the Research Office etc.	https://www.imperial.ac.uk/research-and-innovation/research-office/managing-projects/
	Contracts	Info on research contracts, with links to the Approval & Authorisation page	https://www.imperial.ac.uk/research-and-innovation/research-office/contracts/
	Other Support	Additional information on useful trainings and research management information, plus facilities info etc.	https://www.imperial.ac.uk/research-and-innovation/research-office/support/
THE STATISTICAL ADVISORY SERVICE (SAS)		Overview of the SAS and it's purpose / remit	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/
	Courses	Info on courses and training for the main stats and modelling softwares used at ICL - includes SPSS and MatLab	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/courses/
	Grant applications & Power calculations	Links to the Consultations page, and gives info on how the service can help, how to submit a request, and what you need to prepare etc.	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/consult/

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THE STATISTICAL ADVISORY SERVICE (SAS)	Publications & Reports	Links to the About Us page for the service, and includes team contact details and information about how/when to pay for the service	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/about/
	Data analysis & Model building	Includes info on how to prepare data for analysis	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/consult/data-prep/
	Study & Questionnaire design	Links back to the About Us page	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/about/
	Statistical software	Links back to the Courses page	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/stats-advice-service/courses/
SCHOLARLY COMMUNICATION		Info and links to pages regarding Open Access policies and research data management policies	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/
RESEARCH SUPPORT TEAMS		See the Research Support Teams box for links to Department / Faculty specific teams	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/
INSTITUTES & CENTRES FOR RESEARCH	Global Challenge Institutes	Info on the Global Challenge Institutes tackling research questions / global issues too large to work on with a single team; Includes links to each Institute	https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/global-institutes/

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OTHER RESOURCES			
INSTITUTES & CENTRES FOR RESEARCH	Centres of Excellence	Full list of Centres associated with ICL, with a focus on multi-disciplinary groups etc	https://www.imperial.ac.uk/research-and-innovation/centres-of-excellence/
	Networks of Excellence	Info about existing multi-disciplinary groups and networks, and info on support	https://www.imperial.ac.uk/research-and-innovation/networks-of-excellence/
ICT - RESEARCH COMPUTING SUPPORT		Homepage, and overview	https://www.imperial.ac.uk/admin-services/ict/self-service/research-support/
	Research Computing Service	Info on the various teams and supports available, including the High Performance Computing and Research Data Store, Research Software Engineering, case studies, and a link to the Get Access page	https://www.imperial.ac.uk/admin-services/ict/self-service/research-support/rcs/
	Management of Research Data	Info on how and where to store data, how to back up important data, and links to repositories and archives	https://www.imperial.ac.uk/admin-services/ict/self-service/research-support/management-of-research-data-and-code/
	Virtual servers for research groups	Info on the purpose of dedication research servers, and links to the request pages	https://www.imperial.ac.uk/admin-services/ict/self-service/research-support/private-cloud/
	Research support systems	Info on the various research-specific application softwares, plus links to the main items (left-side bar). Also includes a comprehensive FAQ and set of links to useful resources such as repositories	https://www.imperial.ac.uk/admin-services/ict/self-service/research-support/research-support-systems/

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TRAINING	Human Tissue Act Training	Vital info on required trainings for research studies	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/regulatory-compliance/training-requirements/
	Good Clinical Practice Training		
IMPERIAL COLLEGE HEALTHCARE TISSUE BANK & BIOBANK		Homepage	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/
	Research projects	Info on the use of the tissue bank for research, types of samples available, and a link to the access request system	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/research-projects/
	Sub-collections	Info on and how to register a sample collection with the tissue bank i.e. if your research involves sample collection and you would like to donate them to the tissue bank for research purposes	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/sub-collections/
	Clinical Trials and Tissue Bank	Info on the specific circumstances of using the tissue bank for clinical trials, and sub-collections from clinical trials	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/clinical-trials-and-tissue-bank/
	Database	Info about how and where to access the tissue bank database	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/database/

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IMPERIAL COLLEGE HEALTHCARE TISSUE BANK & BIOBANK	HTA Licenses	Important info on the HTA licenses and license requirements at ICL	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/regulatory-compliance/frequently-asked-questions/
	Regulatory compliance	Details of the training and regulatory requirements e.g. HTA	https://www.imperial.ac.uk/imperial-college-healthcare-tissue-bank/regulatory-compliance/
IMPERIAL COLLEGE ARCHIVING SERVICE (ACRU)		Homepage, includes links to useful docs such as the College's retention schedule	https://www.imperial.ac.uk/admin-services/acru/
	Records Management	Important and useful info on how ACRU works, includes how to transfer materials to the archives, and how to retrieve them	https://www.imperial.ac.uk/admin-services/acru/recordsmanagement/
DOCUMAS		Info about, and link to, the Documas database for clinical trials (JRO information)	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/joint-research-office/hrs/resources/documas/
SETREC	Science, Engineering, and Technology Research Ethics Committee	Information about the REC including members and review dates, with additional links relating to the application process	https://www.imperial.ac.uk/research-ethics-committee/committees/setrec/

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ICREC	Imperial College Research Ethics Committee	Information about the REC including members and review dates	https://www.imperial.ac.uk/research-ethics-committee/committees/icrec/
RESEARCH MISCONDUCT	Related to Ordinance D17	Info on the College's current research misconduct policies, and previous research integrity and misconduct reports	https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/
PEER REVIEW		Useful info on the College's peer review service, vital for project planning	https://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/project-planning/peer-review/
SPIRAL		Info on how to use the College's open access research repository	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/publishing-with-spiral/intro-to-spiral/
OPEN ACCESS		Info on open access publishing	https://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/