

**Joint Research Office****Office Location:**

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FULL FINAL sponsorship letter

Date: DD MMM YYYY

Dear CI name

Address: XYZ

**Trial Title:** xx

**Short Title:** xx

**Funder:** xx

**Sponsor No:** XX/XXXX

I confirm that University College London (UCL) agrees to act as Sponsor for the above trial.

As Sponsor, UCL will provide insurance for the clinical trial and undertake to ensure that the above trial is conducted in accordance with the Medicines for Human Use (Clinical Trials) Regulations 2004 (as amended), the UK Policy Framework for Health and Social Care Research 3<sup>rd</sup> edition 2017 (as amended) and all applicable regulatory requirements.

The UCL Chief Investigator (CI) agreement that you have signed sets out the allocation of responsibilities between CI and Sponsor, including clear delegation of duties and expectations in relation to trial management, monitoring and conduct. Please ensure your trial is registered on a publically accessible database such as ClinicalTrials.gov or ISRCTN using the Sponsor number listed above.

As Chief Investigator, you must ensure that the above trial will not commence at any trial site until all applicable approvals have been obtained, agreements finalised, site initiation complete and an Open to Recruitment letter issued by the Joint Research Office.

Yours sincerely,

Clinical Trials Operations Manager/Director /Deputy Director  
Joint Research Office (part of the Research Support Centre)

**Director UCL SLMS Research Support Centre, Director R&D UCLH – Professor Bryan Williams**  
**Managing Director UCL SLMS Research Support Centre – Dr Nick McNally**