

RM&S Responsibilities

	KD	MD	HM	FB	LF	AA	SalfordRDAmendments@srft.nhs.uk
Amendments							All amendments to be sent to this inbox ONLY, clearly stating IRAS and R&I references.
Archiving	✓						
Change in study end dates (Commercial)	✓		✓		✓		
Change in study end dates (Non-Commercial)	✓	✓		✓	✓		
Contract/MTA/CDA	✓	✓	✓	✓	✓		
Finance: All invoices /expenses & receipts						✓	
Green light to commence study					✓		
Study status updates					✓		
HRC/LoA requests							✓
New commercial studies – C&C review	✓		✓				
New non-commercial studies – C&C review	✓	✓		✓			
New starters	✓				✓	✓	
RPEAK: New account requests/password reset requests etc.					✓		
Signed & dated CV & GCP certificates					✓		
SMART for Pennine				✓			
SMART for Salford					✓		
Stationery orders for signing	✓					✓	
'ESR' forms/Change in contract forms				✓		✓	

KD: Katie Doyle (katie.doyle@srft.nhs.uk)

FB: Fiona Bray (fiona.bray@srft.nhs.uk)

HM: Helen Moffitt-Adams (helen.moffitt@srft.nhs.uk)

MD: Maureen Daniels (maureen.daniels@srft.nhs.uk)

LF: Lucy Ford (lucy.ford@srft.nhs.uk)

AA: Aishah Abbas (aishah.abbas@srft.nhs.uk)

R&I Manager

R&I Support Officer

R&I Support Officer

R&I Support Officer

R&I Administrator

R&I Finance Manager

Please note: Steve Woby, Director of R&I Operations, will sign all contracts / MTAs / CDAs but does not need to be sent correspondence for the above responsibilities