

Important Notices

REMINDERS FOR CONSENT:

Please ensure that the patient has read the latest version of the Participant Information Sheet (PIS) (currently **v3.2**)

For paper consent, please ensure that:

- you are using the latest version of the Informed Consent Form (ICF) (currently **v1.3**)
- you have added the Principal Investigator's name, the Participant's Trial ID, and the date.
- you have added the PIS version and date in box 1 of the ICF.
- the participant has initialled (**NOT ticked**) ALL the boxes on the ICF.
- the participant has added their name, date and signature on page 2 of the ICF.
- the ICF is countersigned by the person undertaking the consent appointment.
- the person undertaking the consent appointment is on the Delegation log for duty 4 – consent.

For eConsent, please ensure that:

- you send the correct eConsent link to each patient.
- you read the notice on the Consent Method form, and change the version of the PIS to the latest version on the Screening form if necessary. This will soon be automated, and you won't have to make changes.

INVOICES

The university is preparing for the launch of UniCore, our new HR, Finance and Procurement system. This new integrated system will enable us to improve and standardise services for our staff and suppliers.

The UniCore cutover period will run until Monday 25 November 2024. HR, Finance and Procurement processes will be paused during this time so that UniCore can be configured and launched.

The University cannot:

- process and pay non-staff expenses and non-standard payments from Thursday 17 October to Monday 25 November
- raise sales invoices or send invoices to customers from Monday 28 October to Monday 25 November
- process invoices, pay suppliers and record payments from Monday 28 October to Monday 25 November

We greatly appreciate your support and patience during this cutover period.

Please be assured that your invoice will be actioned as soon as the new system is up and running.

Contacting RELIEF

For any and all RELIEF queries, please ensure you are only contacting relief@nottingham.ac.uk.

This should be your first point of contact for anything trial-related.

Site and Recruitment Update

Recruitment Update

The RELIEF Study now has **870** participants!

Sites open:
167

New sites:

Alexandra & Crestview Surgery, Kingskerswell & Ippepen Health Centres, Grove House Practice, Millway Medical Practice, The Castle Medical Group, Park Avenue & Kings Heath Health, Manor Group, University Medical Practice, Magdalen Medical Practice, Esplanade Surgery, Stokesley Surgery, The Ivers Practice, Amicus Health, Sedbergh Medical Practice, Pinfold Medical Practice

WELCOME

Team Update

The RELIEF team welcomes our new Trial Manager, Emily McGann.

