

# Submit a Research Study to ARSAC

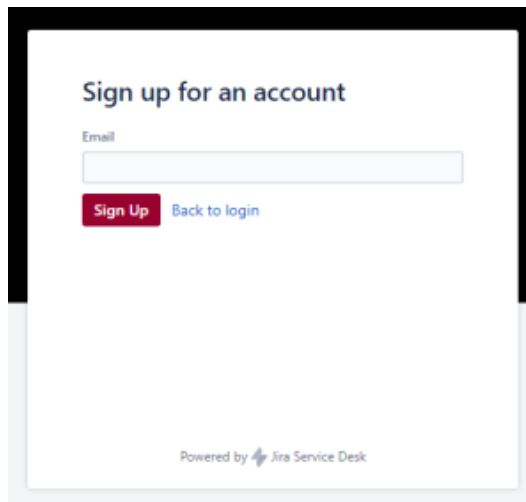
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## Create a JIRA Account

Go to <https://digitaltools.phe.org.uk/servicedesk/customer/portal/22/user/signup> to create an account and enter your email address

You will receive an email with a link to set up your password within 1 hour.

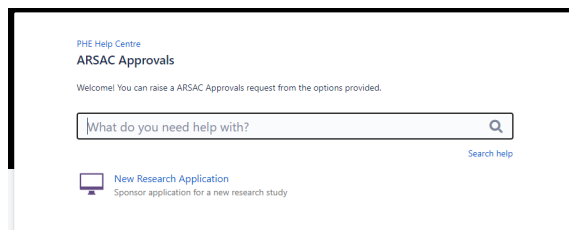
If you do not receive an email promptly then please check your junk mail folder and contact your IT department to ensure emails from [jira@digitaltools.phe.org.uk](mailto:jira@digitaltools.phe.org.uk) are permitted. You can generate a new email to set up your password here <https://digitaltools.phe.org.uk/servicedesk/customer/portal/22/user/forgotpassword>.



## Create an Application

Go to <https://digitaltools.phe.org.uk/servicedesk/customer/portal/22> and login to your JIRA account

Follow the link for a [New Research Application](#) or [Research Amendment](#)

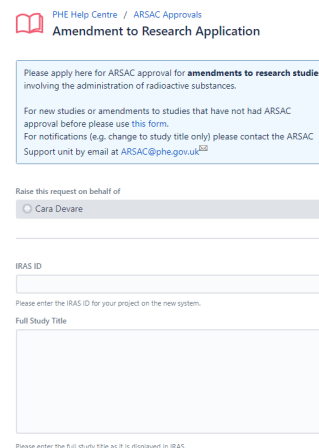


Enter all your application information following the inline guidance.

Once you are happy with the application and you have included all the required attachments click Create.

You will not be able to submit your application until you have answered all of the questions.

If you make a mistake, please just let us know by adding a comment to your application, we will update your application for you.



PHE Help Centre / ARSAC Approvals  
New Research Application

Please apply here for ARSAC approval for **New Research studies** involving the administration of radioactive substances.  
For Amendments or notifications please contact the ARSAC Support unit by email at [ARSAC@phe.gov.uk](mailto:ARSAC@phe.gov.uk)

Raise this request on behalf of  
☐ Cara Devare

IRAS ID

Please enter the IRAS ID for your project on the new system

Full Study Title

Please enter the full study title as it is displayed in IRAS.

Study Type  
☐ Single Centre  
☐ Multi Centre

Is this study conducted at multiple sites or at a single site

Study dose  
☐ Less than 1mSv  
☐ More than 1mSv

This refers to the effective dose of the radioactive substances included in this trial. Where the study dose is equal to 1 mSv please select less than 1mSv.

Study details  
☐ This study has gone through HRA radiation assurance  
☐ This involves diagnostic nuclear medicine  
☐ This involves therapy nuclear medicine  
☐ This involves sealed sources  
☐ This involves paediatric participants (<16 yrs)  
☐ This involves healthy volunteers

Please select all categories of this study that apply. Please refer to the ARSAC notes for guidance (<https://www.gov.uk/government/publications/arsac-notes-for-guidance>) for further advice.

Telephone Number

Main contact number to discuss this application.

Payment method  
☐ Credit or Debit Card  
☐ BACS  
☐ Invoice

The default payment method is by credit card/debit card. If you are not able to settle payment by card, please select BACS. Invoice payments are only possible for NHS trusts and by prior agreement.

Attachment

Please attach the PRA form and your main participant information sheet for committee assessment.  
If your study has gone through radiation assurance please provide your F1 form.  
If your study includes therapy procedures please include the protocol. Protocol's are not required for diagnostic studies.

Create Cancel

Please enter the full study title as it is displayed in IRAS.

Amendment category  
☐ Change the number of administrations of radioactive substances  
☐ Add a new administration of a radioactive substance  
☐ Remove an administration of a radioactive substance  
☐ Addition of a new clinical population with a different clinical condition receiving administrations of radioactive substances  
☐ Addition of healthy volunteers receiving administrations of radioactive substances  
☐ Change to the radiation risk statement in PIS following a change in protocol for the administration of a radioactive substance

Please select all categories of this amendment that apply. Please refer to the ARSAC website (<https://www.gov.uk/guidance/how-and-when-to-submit-research-applications-to-arsac>) for further advice.

Amendment summary

Please provide a short summary of the rationale for this amendment with reference to the category of amendment selected.

Study type  
☐ Single Centre  
☐ Multi Centre

Is this study conducted at multiple sites or at a single site.

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Telephone Number

Main contact number to discuss this application.

Payment method  
☐ Credit or Debit Card  
☐ BACS  
☐ Invoice

The default payment method is by credit card/debit card. If you are not able to settle payment by card, please select BACS. Invoice payments are only possible for NHS trusts and by prior agreement.

Attachment

Please attach the notice of substantial amendment and any other relevant documents  
If this amendment relates to a new procedure then please provide an updated PRA form and your main participant information sheet for committee assessment.  
If your study includes therapy procedures please include the protocol. Protocol's are not required for diagnostic studies.

Create Cancel

## Monitoring your Applications

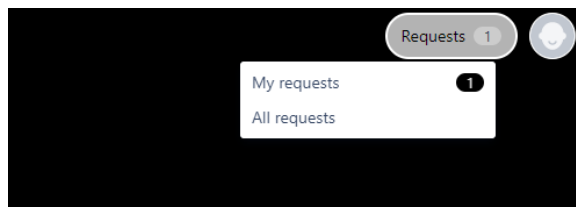
You can view the applications that you have submitted under My Requests in the top left corner of the screen.

You can also view all of your open applications here: <https://digitaltools.phe.org.uk/servicedesk/customer/user/requests?status=open>

You can tailor your view to see your Open or Closed applications

Status will indicate where the application is in the process. Possible statuses include:

- **Application Received-**  
Application has been logged on the system and we will get to it shortly
- **Being Reviewed by Committee -** Application is out with the committee for review



PHE Help Centre  
Requests

Open requests Created by me Any request type Search for requests

Type	Reference	Summary	Service desk	Status	Requester
	AR-202	New Research Application	ARSAC Approvals	BEING REVIEWED BY COMMITTEE	Cara Devare

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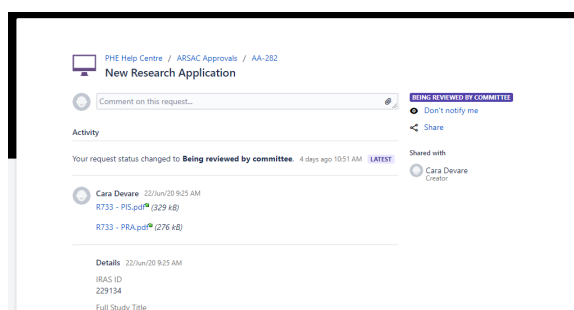
- **Awaiting your response** - We have asked you a question and are awaiting your response
- **Awaiting Payment**- Application has been processed by ARSAC but payment is outstanding.
- **Application Approved** - This application is complete and has been approved.
- **Application Rejected** - This application is complete and has been rejected.
- **Withdrawn**- Application has been cancelled by you or us

You will receive an email notification when the status of your application changes. Your application may go into a stage multiple times.

## Share your application

Use the Share button to add colleagues to the application. They will then also receive notifications about the research study.

Please do not forward your notifications to others as they may not be able to respond.



BEING REVIEWED BY COMMITTEE

Don't notify me

Share

Share this request

Type name, email address, or organization

Share

Cancel

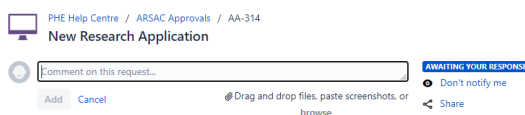
## Ask a question or provide us with further information

We will add a comment on the ticket if further information is required. You will receive a notification by email of any requests.

You can add a comment on the request at any time to contact the Support Unit about your application. You can also attach documents such as updated PRA's, PIS or other supporting information as requested.

You can reply to the email notification you receive to respond to us. If you are the original recipient of the notification then your response will be automatically added to the application.

If you want to share notifications with colleagues, please add them to the application rather than forwarding the notification.



You do not need to copy in the ARSAC email address or email the ARSAC Support Unit directly outside of the system.

## Payment

The preferred and quickest method for payments is via **Credit or Debit card**. Invoice payments are only possible for NHS trusts and by prior agreement. Payments are managed by UKHSA.

Credit/Debit Card- An email invoice through secure trading will be sent to you with details of how and how much to pay.

Invoice - details of how to pay and how much to pay will be added to your application on the system.

Standard application fees are as follows:

- new multi-centre research : £350
- new single-centre research: £300
- new low dose research trial (<1mSv): £250
- research amendment(>1mSv): £250
- low dose research amendment (<1mSv): £200

We cannot complete processing of your application until payment is received. If another individual in your organisation will be managing payment then you can share the application with them so they can receive notifications.