This form should be used when requesting new user accounts on IQM.

For R&D staff please provide the name of their line manager.

For medical staff please confirm whether they are working on a CTIMP to allow us to work out which SOP group they should be in.

The following SOP groups are available:

1. Investigators/Co-investigators
2. R&D Senior Managers
3. Core R&D staff
4. Research nurses / clinical trial co-ordinators
5. Pharmacy staff
6. Trust Research Support Staff
7. Tissue Bank / Pathology
8. Research Fellows
9. Statisticians
10. CRF staff (please note CRF staff need to also be in one of the other SOP groups along with CRF)
11. Bank staff – CRF
12. Bank staff – R&D admin
13. Bank staff – R&D clinical

**Details of users to be added to IQM**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Email** | **SOP Group** | **Working on CTIMP (yes/no)** | **Line Manager (if R&D Staff)** | **QA Use Only (SOP group assigned)** | **GCP/CV requested (Governance use only)** |
| *e.g. Dr Roger Smith* | [*rsmith@nhs.net*](mailto:rsmith@nhs.net) | *Investigator* | *Yes* | *N/A* |  |  |
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Name of person requesting the account:

Date: