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Philip Bath

22 May 2012

Dear Professor Bath

**HTA Project: 10/104/24 - Safety and efficacy of Triple Antiplatelets for Reducing Dependency after Ischaemic Stroke: the TARDIS randomised controlled trial**

Congratulations on your recent success in being awarded funding by the HTA Programme for the research project identified above. This letter explains, in brief, the processes from now until your research is complete and your final report published.

**Stage 1: Contract**

Thank you for confirming your project start date of 1/10/12.

**Stage 2: Starting payments**

Before we can start payments after the 1/10/12 we will need the following from you:

**Information for  
our Website  
Project Profile:**

We use the certain information provided in the final version of your application form in due course to create a project profile for our public website. This will include the abstract and plain English summary for your project. Please note that while you are unable to change the application form itself you are able to update this at this point in time should you wish to. I attach a copy of the text we will be placing on the website. Can you let me know if you wish to change it in anyway.

Please also let us know at any time during the project lifetime if the abstract and plain English summary requires updating.

**Electronic copy  
of your  
Approved  
Protocol:**

To enable successful monitoring of your project, and in order for any published report to be correctly interpreted, we ask that you supply us with an electronic copy of your approved protocol. The protocol will be made available via your project profile on the website, and we therefore also need you to confirm that the content is up-to-date, suitable for publishing to a public website and that there is no confidential information contained within the document that would breach any legislation or duty of confidentiality.

If you are planning any changes to your protocol at this time please contact your programme manager regarding approval.

**Stage 3: Management of your project**

The following sections provide guidance on the monitoring process and, in some cases, request additional information required to successfully monitor your project.

**Key Progress  
Figures:**

Your programme manager will shortly create key progress tables based on your protocol and project management plan. These will be used throughout the life of your project for the collection of target and actual figures relating to your project. You will be asked in due course to either supply or confirm these targets.

**Welcome meeting:**

In many cases, research projects will be invited to attend a 'welcome meeting' close to the time of project start. These meetings are considered important to the success of studies and the teams attending normally consist of the Project Lead (Chief Investigator) and two other key members of the project team. If you are to be invited to a welcome meeting further information will be sent to you nearer the time. For some research projects it may be decided that a start-up telephone call would be more appropriate; if this is the case, then your programme manager will arrange this around the time that your project is due to start.

**Reporting:**

**Progress reports:** The contract requires you to submit regular progress reports. Advice on the scheduled dates for these reports will be provided in due course.

**Draft final report:** Your draft final report will be due two weeks after the end of your contract. We will contact you at least three months before this time with more specific advice. Further guidance on writing your draft final report can be found at the following link:

[http://www.netscc.ac.uk/nihr\\_journal\\_library/resources\\_for\\_authors.asp](http://www.netscc.ac.uk/nihr_journal_library/resources_for_authors.asp)

This guidance is regularly updated and will change during the lifespan of your project. Please make sure you are using the most up to date guidance when drafting your report.

The process from receipt of your draft final report to its final publication typically takes around a year, during which time the report will be subjected to external review and editorial scrutiny. We advise you to make the appropriate plans and/or arrangements for this period, particularly in the light of the fact that a substantial part of your funding award is withheld pending final publication.

**Overdue reports:** You should note that contractual penalties may be applied for any report that becomes overdue.

**Project Outputs:**

We support and encourage all projects to publish widely throughout the duration of their work and beyond. We advise you that your contract with the Department of Health will require you to do the following:

- 1) Notify us of all outputs. The term output is an umbrella term which includes but is not limited to: the final report; journal article; press release; media interview; conference abstract or presentation; dissemination event for research participants or newsletter.
- 2) Send us a copy of the output and any information pertaining to it, at the time of submission or at least 28 days before the date intended for publication, or it being placed in the public domain, whichever is earlier.
- 3) Include an acknowledgement of programme funding and a disclaimer in all outputs. (Suggested wording is provided on the programme website)

Please inform us of outputs by logging on to our online system and using the functionality available on your public project file.

**External Reviewer Pool:**

NETSCC has established a pool of external reviewers to help and support the production of high quality research information. We expect all our chief investigators and co-investigators of funded projects to become members of this group. As a member of this group you may be called upon to act as an external reviewer in the future. Please ensure that all members of your team download, complete and return a copy of the registration form to your programme manager. The registration form can be accessed from the NETSCC website:

<http://www.netscc.ac.uk/>

**In Summary**

We will now raise a contract for this project based on your start date of 01/10/12. Please ensure the items requested in stage 2 and stage 3 are returned as soon as convenient.

Please contact me if you require further information or clarification on any of the above. We wish you every success with this important study and look forward to receiving the requested information.

Yours sincerely

**Jane Robertson**  
*HTA Programme*