



CLINICAL GOVERNANCE - STANDARD OPERATING PROCEDURE

ICT PURCHASING

CG-QMS SOP CGI1

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Version History	Reason for change

NOTE: All SOPs are subject to regular review.

Please ensure that the version of this SOP is the most up-to-date.

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CONTROLLED DOCUMENT

1. PURPOSE

To outline the process for procurement of ICT provisions (hardware and software) for use in clinical research. This SOP is in compliance with University of Lincoln (UoL) Information and Communications Technology (ICT) and UoL Procurement procedures.

2. SCOPE

This SOP applies to all UoL sponsored clinical research or where LinCTU (Lincoln Clinical Trials Unit) are providing ICT support.

3. BACKGROUND

- 3.1 Any ICT used or purchased for the use in clinical research must comply with UoL ICT and Procurement standards.
- 3.2 Where the University of Lincoln is not procuring ICT provision, such provision should be in accordance with any organisational policies relating to the procurement.

4. CROSS REFERENCES

- 4.1 ICT (UoL log in required)
- 4.2 <https://universityoflincoln.sharepoint.com/sites/ICT/SitePages/Home.aspx>
- 4.3 Procurement (UoL log in required)
<https://universityoflincoln.sharepoint.com/sites/FinanceOffice/Procurement/SitePages/Home.aspx>

5. PROCEDURE

- 5.1 Where the purchase of computer hardware, software or validation is required this will be in accordance with ICT and Procurement standards.
- 5.2 Advice should be sort from ICT / LinCTU Database manager as required.

6. FLOW CHART

None required.