



# SOP 39 – Identifying and Approving Innovation Projects

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<https://www.gloshospitals.nhs.uk/about-us/research-our-hospitals>

The Gloucestershire Hospitals NHS Foundation Trust wishes to acknowledge York Hospitals NHS Foundation Trust and University Hospitals Bristol and Western NHS Foundation Trust who gave permission to use their templates in the development of these SOPs.

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### Version History Log

This area will be updated with details of all changes made to the SOP whether due for full review or not.

Version	Details of Change	Date Implemented
1.0	Original SOP	
2.0	Updated based on new processes and updated triage tool	04/08/2026

This SOP will be reviewed every three years unless changes to any relevant legislation require otherwise

**Related Documents:**

SOPs
SOP 33: Due Diligence

Guidelines

**Glossary**

<b>GHNHSFT</b>	Gloucestershire Hospitals NHS Foundation Trust
<b>NDA</b>	Non-Disclosure Agreement
<b>CDA</b>	Confidential Disclosure Agreement
<b>RIG</b>	Research, Innovation and Genomics
<b>DD</b>	Due Diligence
<b>MHRA</b>	Medicines & Healthcare Products Regulatory Agency
<b>GARII</b>	Gloucester Advanced Research Innovation Institute (GARII)
<b>GIG</b>	GARII Innovation Group
<b>HRA</b>	Health Research Authority
<b>QI</b>	Quality Improvement

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## **1. Introduction, Background and Purpose**

This SOP has been produced to outline the governance process for identifying and approving new Innovation projects.

Adherence to this SOP ensures that all necessary checks are performed to mitigate risks and make informed decisions, thereby safeguarding the interests of the Research, Innovation and Genomics (RIG) department and Gloucestershire Hospitals NHS Trust (GHNHSFT).

## **2. Who Should use this SOP?**

Staff members within the GHNHSFT RIG Department working on Innovation projects will follow this SOP plus any GHNHSFT staff involved in innovation projects. The team should liaise with the Trust patent lawyer, or legal experts as required.

## **3. When this SOP should be Used**

This SOP should be used as soon as a potential Innovation partnership has been identified.

## **4. Procedure**

### **4.1 Initial Approach**

A potential project is identified from many streams including but not limited to; direct approach, social media (LinkedIn), staff connections or InSites platform.

Once contact has been made with the company/innovator (this can be any GHNHSFT staff member), the initial stage 1 innovation questions in the InSites tool (Appendix 1) should be considered. A one-line description of the company and project should be brought to the next GARII Innovation Group (GIG) meeting for notification. Contact with the company and GIG notification will be through the member of GIG first involved.

### **4.2 Initial Meeting**

Once the innovation questions have been answered an initial meeting with the company/innovator should be organised. This meeting should include the company/innovator representative and at least two members of staff who are part of the GIG panel.

It is also important to understand if the desired project is something that would be possible within GHNHSFT or any trust. The appropriate clinical team should be approached to join the initial meeting.

The purpose of the initial meeting is for the company/innovator to present their project for review by GHNHSFT and outline their needs from the Trust should a collaboration be initiated.

### **4.3 CDA**

If clinical interest is established from this initial meeting, then a Confidentiality agreement (CDA) should be sent to the company/innovator and signatures organised. The Health Research Authority (HRA) model CDA, should be sent for review by the project support team.

### **4.4 Invite to GIG**

The project support team should then invite the company/innovator to the next available GIG meeting to present their project to the group. An initial verbal 'agreement in principle' to explore further should be made by the GIG members based on the presentation and clinical interest and noted in the meeting minutes. Projects can be declined at this stage if there any concerns

### **4.5 Due Diligence**

Once 'agreement in principle' has been received from the GIG group a due diligence review is required. 'SOP 33: Due Diligence' should be followed for this review.

[SOP 33 - Due Diligence](#)

## **4.6 Final GIG review**

Once clinical interest has been confirmed and the due diligence is complete, stage 2 of the InSites Triage Tool should be completed. GIG members must review the suitability of the project with the outcome of stage 2 InSites Triage tool This will form part of the GIG scheduled meetings.

The panel will consist of the following members;

- Director of RIG
- RIG Business Manager
- Academic Services Manager
- Member of Project Support Team
- Innovation Commercialisation Advisor
- Speciality Research Lead
- Commercial Trials Unit Manager
- Head of Genomics

Other staff members are invited to attend the GIG meetings, including staff in Procurement, Digital, IT, Quality Improvement (QI), Radiology, Estates and clinical staff.

4 members need to be in attendance for the panel to convene, Appendix 2 details the Terms of Reference for this group.

A decision on whether the project can be progressed will be reached using the Decision tool, the decision of the panel will be final.

## **4.7 Once accepted**

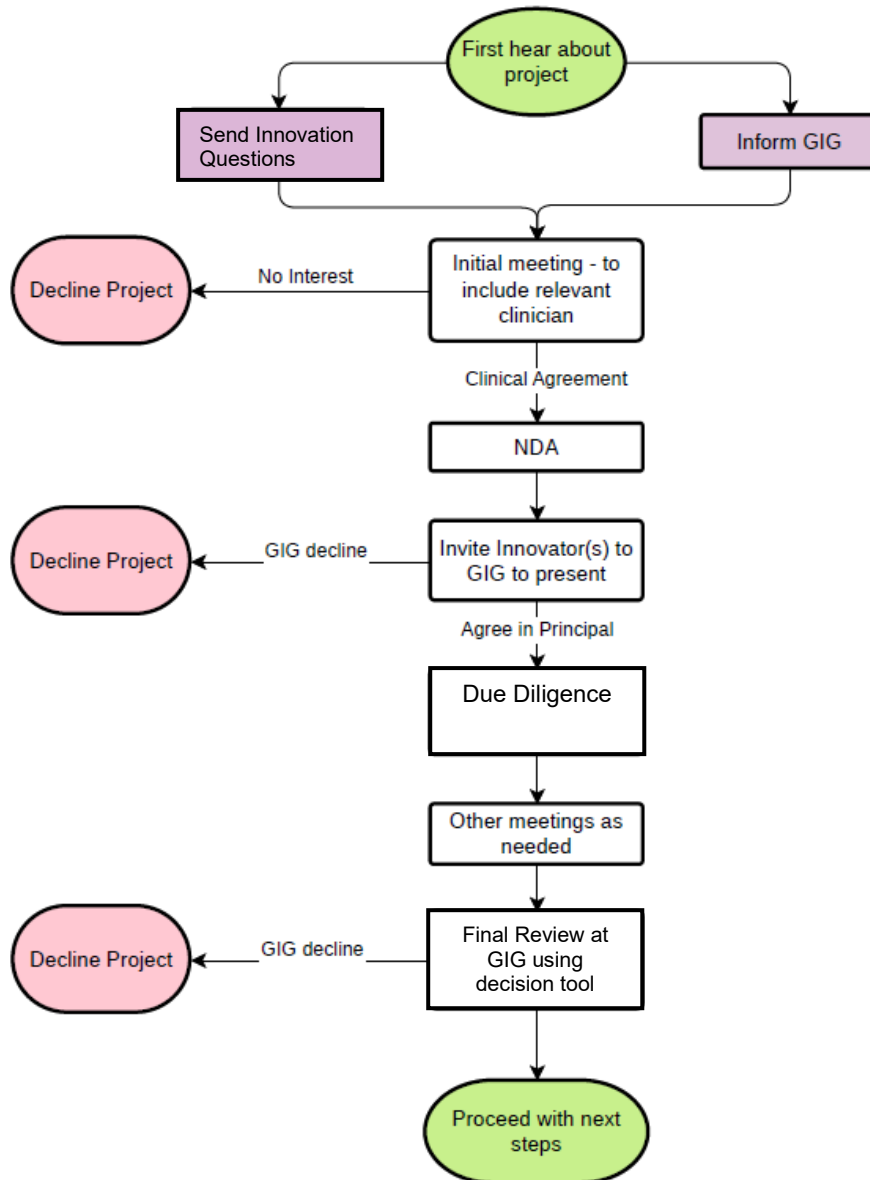
Once the project has been accepted by the committee, the project can progress with the appropriate next steps. This includes identifying a lead for the project, this should be a member of the GIG panel. A schedule of meetings with the innovator/company should be organised and regular progress reported at GIG by the chosen lead.

If the project was not suitable for our trust or we did not have capacity but felt another trust may better fit the project, then this can be discussed with the company and passed on. This can either be to a trust via the InSites platform or one of our partnership organisations.

If we do not feel the project is viable for our Trust or any site then the template decline email should be sent (Appendix 3).

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## 5. Flow Chart



## Appendix 1: InSites Triage Tool

Full Blank copy of triage available S:\RDSU\3. Commercial\1. Innovation\3. InSites\Triage Tool

<b>Reviewers' name</b>	
<b>Reviewers' organisation</b>	
<b>Date triage began</b>	<i>dd-mmm-yy</i>
<b>Innovation</b>	
Name of the innovation	
What type of innovation is it?	
Please describe the innovation	
<b>Deal-breakers</b>	
What, if any, deal-breaker criteria (non-negotiable requirements or risks) does your organisation have that would block adoption, regardless of potential benefits?	
Does this innovation meet your deal-breaker criteria?	

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Value proposition	
What problem is this innovation trying to solve?	
Who does this problem affect?	
What is the impact of the problem?	
Why is the problem occurring?	
Ask	
What is the innovator asking of the NHS site?	
Further detail, if required	

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Intended impacts / benefits	
What is the intended impact(s) and or benefit(s) to this innovation?	
<i>Patient experience</i>	
<i>Population health (health outcomes)</i>	
<i>Financial</i>	
<i>Staff well-being</i>	
<i>Health equity (inequalities)</i>	
<i>Net Zero / sustainability</i>	
<i>Efficiency (improves a process)</i>	
<i>Other (please describe)</i>	
Who benefits from the innovation being in use?	
Alternatives	
Please list any known alternatives / similar or direct competition to the innovation	

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## Appendix 2: Innovation Acceptance Panel meetings

### Gloucestershire Hospitals NHS Foundation Trust RIG Innovation Acceptance Panel Meetings Terms of Reference

<b>Accountable to</b>	Governance oversight Group (GoG)
<b>Chair</b>	RIG Business Manager
<b>Deputy Chair</b>	Academic Services Manager
<b>Frequency of Meetings</b>	Monthly
<b>Quorum</b>	At least 4 core members to include the Chair or Deputy Chair
<b>Approval</b>	March 2025
<b>Review date</b>	March 2026

#### 1. PURPOSE

The purpose of the Innovation panel meetings is to consider new Innovation projects against the criteria set within this SOP 39 and score these.

#### 2. AUTHORITY

The group is attended by the RIG staff working on Innovation projects and has authority to decide on the outcome of the review.

#### 3. MEMBERSHIP

- a) The Group shall have no less than 4 members, the core members being:
- Director of RIG
  - Academic Services Manager (Deputy)
  - Innovation Commercialisation Manager
  - RIG Business Manager (Chair)
  - Speciality Research Lead
  - Project Facilitator
  - Commercial Trials Unit Manager
  - Head of Genomics

#### 4. MEETINGS and QUORUM

- a) A quorum for the Panel shall be a minimum of 4 of the core members and to include either the RIG Business Manager or the Academic Services Manager.
- b) An agenda and supporting papers, shall be sent to each member of the Panel not less than two working days before the date of the meeting.
- c) Meetings can be joined in person or virtually
- d) Outcomes from the Panel meeting will be recorded in writing.
- e) An annual schedule of review of panel decisions shall be set and reviewed.

## **5. ATTENDANCE**

- a) Other executive directors, senior managers or senior clinicians of the Trust may be invited to attend Panel meetings.

## **6. DUTIES**

The Panel is responsible for the following main function:  
Review the suitability, risks and capacity to progress Innovation Projects within the Trust

## **7. REPORTING**

- a) The group will evaluate its membership and performance on a regular basis through an annual review of its activities over the course of the previous year.
- b) The group will undertake an annual audit of compliance with its Terms of Reference.
- c) The group will review and update its terms of reference on an annual basis.

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### Appendix 3: Decline Email

TO: Company/Innovator

CC: Commercial admin

Subject: **Company/project name** Innovation Committee response

Dear **COMPANY/RESEARCHER**,

Thank you for your interest in working with Gloucestershire Hospitals NHS Foundation Trust for your innovation.

Following discussion with the appropriate clinical team and at the Trust Innovation Committee unfortunately we are unable to proceed further. Please do see our comments below:

#### **Provide main summary of comments**

**(delete if N/A)** Although we are unable to facilitate this project at GHNHSFT, we still believe it to be worthwhile. As such we think it would be of benefit for you to discuss this with one of our collaborators **xxx**. If you would like us to put you in touch with them, please do let us know.

Thank you very much for your time we hope you identify suitable support for your work. Please do reach out to us if you have other projects you think we may be able to collaborate on in the future.

Best Wishes,  
Email Signature