**NIHR ARC Oxford and Thames Valley Evaluation form triage process**

Evaluation request form received via ARC OxTV website form

Evaluation request received via ARC OxTV partner (e.g. AHSN)

Theme leads + deputies review request and make decision on outcome:

* Meeting to be held to understand evaluation in more detail
* Drop in clinic to be arranged to provide high level support
* Collaborative working to be explored
* Request reviewed – unable to support
* Update form and return to ARC Programme managers. ARC Core team to provide co-ordination and admin support as required. Send updated email response to Evaluation Lead.
* Programme managers to update Evaluation request log

ARC OxTV Programme managers review request and meet with Evaluation Lead (where relevant) (target within 15 working days). Update form and

* Email Evaluation Lead to confirm outcome (target 20 working days)
* Forward form to relevant theme leads + deputies for further consideration
* Decline request- email Evaluation Lead to explain why and signpost to other organisations as appropriate
* Update Evaluation request log to support quarterly reporting to ARC Exec Group and ARC Strategy Board

Programme managers/ ARC partner complete initial part of evaluation request form with outline information provided.

NB: Programme Managers to work with partners to scope out potential for joint working/ gather further information as appropriate.

Holding email sent by ARC Programme Managers to Evaluation Lead, within 3 working days. Send from arc\_oxtv@phc.ox.ac.uk account