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# NHS Research Passport Policy and Procedure

[leedsbeckett.ac.uk](https://leedsbeckett.ac.uk)

## 1. Introduction

This policy aims to clarify the circumstances in which an NHS Honorary Research Contract (HRC) is required and the process to be followed to obtain the relevant documentation to undertake research in an NHS organisation.

Where an employee of Leeds Beckett University or visiting scholar undertakes research for another organisation they will require written confirmation from the relevant organisation stating they can undertake the proposed work. This will be in the form of an *Honorary Research Contract*.

The NHS Research Passport (RP) scheme should be adopted for all research staff undertaking work in an NHS organisation, where applicable. This scheme provides staff with permission to undertake research within the NHS. These would be in the form of HRC's which would be issued to University employees undertaking research work within an NHS organisation which has a direct impact on the quality of patient care.

For a basic summary of the different processes refer to the Flow Chart in Appendix 1.

## 2. What is the Research Passport?

The NHS Research Passport is designed to be completed by researchers who wish to carry out research in NHS organisations, on NHS premises or with NHS patients, their organs, tissue or data. The completion of the passport will enable an employee of our University to be issued with an honorary research contract. The introduction of a *Research Passport* ensures that researchers gain the correct checks to satisfy NHS organisations *once*, prior to their application for an HRC. An HRC will not be issued without the completion of the Research Passport. Once the passport is complete the researcher can present the information and attachments to the lead NHS organisation dealing with the application and an HRC can be issued. If the researcher wants to then apply to more NHS organisations to carry out the same or a different study, the Research Passport can be presented and along with existing HRC and a letter can be issued from that organisation(s) which constitutes a second and subsequent HRC.

## 3. Who needs to complete the Research Passport?

It should be noted that all research studies need to go through Ethical and Trust approval processes in the usual way. Students with whom the Trust does not have an agreement with regard to clinical placement will need to complete the NHS Research Passport – this may include PhD students. For students, the supervisor is deemed to be the project “sponsor” and is therefore responsible for the suitability of the student in carrying out the study. Researchers who do not have to obtain an HRC are:

- Those who already have an honorary employment status in the NHS organisation.
- Students gaining experience in the Trust on clinical placements where an agreement with our University with regard to providing appropriate experience and supervision exists
- Staff employed in GP practices do not need to gain an HRC

**It is important to contact the lead NHS organisation where you wish to initially complete your Research Passport and apply for your HRC. They will need to register the project and can advise you on which information is necessary to collect for your Research Passport. In some instances it may not be necessary to have an enhanced DBS check or any additional occupational health checks.**

## 4. The NHS Research Passport Scheme

Our University has adopted the national approach towards NHS Research Contracts, called the NHS Research Passport Scheme. This system has three primary purposes:

- It provides clear guidance on the situations in which an Honorary Research Contract (HRC) is required.
- It provides a streamlined approach for researchers, enabling them to obtain the appropriate permissions from multiple NHS organisations where their research work may be across a number of NHS organisations.
- It reduces duplication of pre-engagement checks, and ensures that the level of checks undertaken are determined by the nature of the research and are undertaken to comply with standards set by NHS Employers.

## 5. Procedure for obtaining an NHS Research Passport

Anyone undertaking research within an NHS organisation must have completed a set of pre-engagement checks (the only exception to this are those researchers undertaking research where an NHS RP or HRC are not required and the individual will not require access to NHS premises; (see Appendix 2). The type and extent of checks varies dependent upon the nature of work being undertaken (see Appendix 2).

Human Resources at our University will work with members of existing staff and newly appointed staff to complete their pre-engagement checks.

Where a researcher requires permission to undertake research within an NHS organisation they should contact our University Research Office in the first instance who will discuss all documentation to be completed. The researcher can then discuss with Human Resources whether they require an HRC and will then work with them to complete their pre-engagement checks.

Where appropriate, newly appointed research staff will be notified in their appointment letter of the requirement for an NHS RP or HRC and will be sent the appropriate documents to enable HR to process their pre-engagement checks. Pre-engagement checks may include Occupational Health Clearance and a Criminal Records Check.

Researchers should;

- a) Complete sections 1, 2, 3 and 6 of the NHS RP application form (see separate guidance for completing an application for a NHS RP).
- b) Pass the NHS RP application form to their line manager to complete section 4.
- c) Take the RP form to Human Resources who will complete section 5 once all of the appropriate pre-engagement checks have been completed.
- d) Take or send the completed NHS RP form and attachments to the lead NHS organisation. The lead NHS organisation will validate the RP and issue an Honorary Research Contract. Researchers who are undertaking research in a number of NHS organisations can then use their valid HRP and HRC to obtain permission to undertake research in other NHS organisations.

If you have any queries on completing the NHS Research Passport Application form, please contact [studysupport.crnYorkshumber@nhr.ac.uk](mailto:studysupport.crnYorkshumber@nhr.ac.uk)

It may take some time to complete the necessary pre-engagement checks required to complete the NHS RP, therefore it is recommended that you contact Human Resources to initiate the pre-engagement checks as early as possible.

Where our University research staff already hold an Honorary Research Contract from an NHS organisation which is coming up for renewal, the Human Resources team will contact the individual 6 months prior to the renewal date to advise them whether it is appropriate to apply for an extension of the Honorary Research Contract under the new NHS Research Passport scheme.

It is compulsory for our University employees who hold Honorary Research Contracts to notify HR of any changes to employment, health, criminal record, professional registration or any other circumstances that may impact on their suitability continue or stay to conduct research in the NHS.

## 6. Multiple research sites

Researchers should be able to use their valid NHS RP to obtain permission to undertake research in other NHS organisations, thereby preventing duplication of pre-engagement checks.

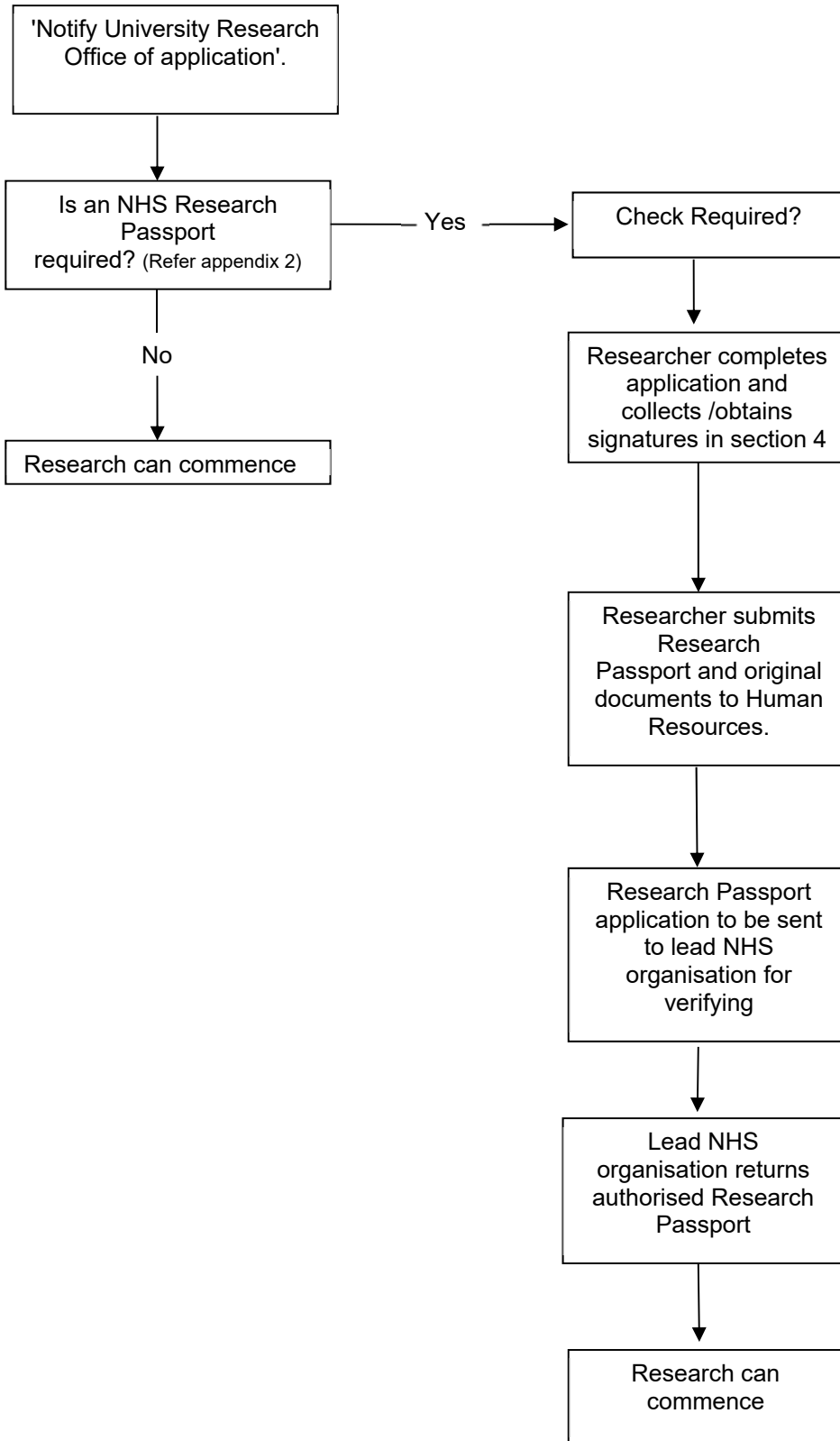
Researchers working on a project in more than one NHS organisation should provide their validated NHS RP and HRC to any other NHS organisations, and they should issue a letter to the researcher accepting the existing HRC, thereby forming a second HRC with the researcher. Until the NHS RP has been received the researcher must not undertake any research in a NHS organisation.

#### **7. Honorary Contracts for Visiting Researchers (not employed by Leeds Beckett University)**

Visiting researchers should have authorisation from an NHS organisation prior to conducting any research or clinical work which may be associated with work they are undertaking as a visiting researcher at our University. Visiting researchers should follow the process described in Section 2 where they are undertaking research work.

Appendix 1

Flow chart for applying for an NHS Research Passport



**Appendix 2**

**RESEARCH PASSPORT ALGORITHM**

<b>Activity</b>	<b>Criminal record check necessary?<sup>1</sup></b>	<b>Occupational Health Clearance necessary?</b>	<b>LOA or HRC</b>
Researcher is a health care professional <sup>2</sup> providing health care <sup>3</sup> to an adult and/or child	Yes, if done once this is Regulated Activity. Requires enhanced DBS check + appropriate barred list check.	<b>Yes, if there is direct contact</b>	HRC
Researcher provides health care to an adult and/or child under the direction or supervision of a health care professional	Yes, if done once this is Regulated Activity. Requires enhanced DBS check + appropriate barred list check.	<b>Yes, if there is direct contact</b>	HRC
Researcher provides personal care to an adult or child OR Researcher is a social care worker providing social work which is required in connection with any health care or social services to an adult who is a client or potential client	Yes, if done this is Regulated Activity. Requires enhanced DBS check + appropriate barred list check.	<b>Yes, if there is direct contact</b>	HRC
Researcher undertakes the following activities unsupervised: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children; with likely direct bearing on the quality of care <sup>4</sup> .	Yes, if done regularly this is Regulated Activity. Requires enhanced CRB + barred list check.	<b>Yes, if there is direct contact</b>	HRC
Researcher has opportunity for any form of contact with children in the same Children’s Hospital (formerly a specified place) but is not providing healthcare or other types of regulated activity and has no bearing on the quality of care.	Yes, if done regularly enhanced DBS check (pre-Sept 2012 definition). No barred list check.	<b>Yes, if there is direct contact</b>	LoA
Researcher has access to persons in receipt of healthcare services in the course of their normal duties but is not providing health care or other types of regulated activity and has no direct bearing on the quality of care (‘Access’ relates to where individuals will have physical, direct contact with patients e.g. observation, qualitative interviews, focus groups).	Yes, standard	<b>Yes, if there is direct contact</b>	LoA

<sup>1</sup> Please refer to [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/519060/Guide\\_to\\_eligibility\\_v8.1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/519060/Guide_to_eligibility_v8.1.pdf) for guidance on specific activities which are eligible for DBS checks.

<sup>2</sup> “health care professional” means a person who is a member of a profession regulated by a body mentioned in section 25(3) of the National Health Service Reform and Health Care Professions Act 2002.

<sup>3</sup> “Health care” includes all forms of health care provided for individuals, whether relating to physical or mental health and also includes palliative care and procedures that are similar to forms of medical or surgical care but are not provided in connection with a medical condition.

<sup>4</sup> A “direct bearing on the quality of care” suggests that the actions of researchers could foreseeably directly affect the type, quality or extent of prevention, diagnosis or treatment of illness or foreseeably cause injury or loss to an individual to whom the organisation has a duty of care.

<b>Activity</b>	<b>Criminal record check necessary?</b>	<b>Occupational Health Clearance necessary?</b>	<b>LOA or HRC</b>
Researcher has indirect contact with patients or service users but is not providing healthcare or other types of regulated activity and has no direct bearing on the quality of care (e.g. some types of telephone interview).	No	No	LoA
Researcher requires access to <b>identifiable</b> patient data derived from health records, tissues or organs with a likely direct bearing on the quality of care.	No	<b>Yes, only if working with tissues or organs in NHS facilities</b>	HRC
Researcher requires access to <b>identifiable</b> patient data derived from health records, tissues or organs with no direct bearing on the quality of care.	No	<b>Yes, only if working with tissues or organs in NHS facilities</b>	LoA
Researcher requires access to <b>anonymised</b> patient data derived from health records, tissues or organs only (including by research staff analysing data)	No	<b>Yes, only if working with tissues or organs in NHS facilities</b>	LoA (only if reviewed in NHS facilities)
Researcher is working on NHS premises (e.g. laboratory) only (no access to identifiable data)	No	<b>Yes, only if working with tissues or organs in NHS facilities</b>	LoA
Researcher requires direct contact with staff only but no access to patients (e.g. staff interviews)	No	No	LoA (if in NHS facilities)
Researcher requires access to <b>identifiable</b> staff data only	No	No	LoA (if in NHS facilities)
Researcher requires access to <b>anonymised</b> staff data only	No	No	LoA (if in NHS facilities)

**The NHS Research Passport does not remove the need for the researcher to apply to the relevant NHS organisation(s) for permission to conduct the research or to apply for ethical review. This is inclusive of research activities which do not require an NHS Research Passport.**

# Guidance for Completing an Application

## Introduction

This document aims to guide a researcher through the application form to which an NHS Research Passport (HP) can be applied for.

The information that you provide in this Research Passport will be processed in accordance with the Data Protection Act 1998, and may also be used for the purpose of determining your application for this position. It may also be used for the purpose of enquiries in relation to the prevention and detection of fraud. Once a decision has been made concerning your appointment, for successful applicants the Research Passport will be retained on their personal file; if unsuccessful, the Research Passport will be destroyed one month after receipt of the application. This form will be kept securely and in confidence, and access to it will be restricted to designated persons within the NHS organisation who are authorised to view it as a necessary part of their work.

## Section 1- Details of Researcher

All personal details need to be fully completed within this section, any missing information may cause delay in the verification of the application form.

Registration details with your professional body should be given if you have one. For example, this may be the British Medical Council for medical staff or the British Psychological Society for Psychologists.

Details of your employer should be given. If you are a student state your place of study. *NB the Trust need to be informed of any changes in employment.*

Please define your job title (post) or status in the study, for example student, service user or self- employed researcher.

## Section 2- Details of Research

Enter the type of Research Passport you require.

Research Passports are valid for a maximum of 3 years. If you only intend to be involved with one project over this period, select "project specific". If you plan to work over a number of studies in this period, select "multi-project".

- The project specific Research Passport is for researchers who may be involved with a time limited study only and who may be working on a time limited contract on *one* particular study. Please provide the title of the study if this is the case.
- The 3-year Research Passport is for researchers who are working on a number of studies and have an ongoing research portfolio, such as researchers on permanent contracts who may undertake the duties of Principal Investigator on a regular basis. Please provide a list of titles of studies you are involved with as an Appendix and update the lead NHS organisation of any new studies. Please state your name and address details where you are best contactable, under Section 1 or in the Appendix.

For those applying for a 3-year Research Passport, please complete the list of projects that you are involved in (these may include projects you intend to start working on in the next year). It is better to be more rigorous for a 3-year passport so that additional checks do not have to be carried out when a new project of a different nature starts.

Please state to the best of your knowledge the NHS Trusts or organisations where you will be working.



Please state when you wish to start the research and the duration of the period for requiring the contract.

Please state who is responsible for you as a researcher in the NHS organisation

### **Section 3- Declaration by Researcher**

Please tell us if you have ever been refused an HRC or had it revoked by a Trust and the reasons why. Disclosing this information does not mean that you will be turned down in your application for an HRC this time, but it may mean that particular training needs might need to be addressed by the Trust or employing organisation.

### **Section 4- Suitability of Researcher**

This section should identify who is responsible for the research study at the employing organisation and should be completed by an appropriate manager who is responsible for ensuring that you are suitably trained, qualified and experienced to carry out the research in that particular environment.

### **Section 5- Pre-Engagement Checks**

This section is for Human Resources at our University to complete. They will ensure that they have completed their mandatory checks with regard to your identity, professional registration status and certificates of qualifications. They will also verify that you have had occupational health screening and are fit to carry out the duties of your post in the environment that you have been employed to work in. (Please refer to the Research Passport algorithm at Appendix 2 of the procedure to confirm if health clearance will be required).

A breakdown of this for Human Resources is as follows:

- Criminal Records Check (DBS) (if applicable)
- ID with photograph (staff card)
  - Two up to date references followed up
  - Verification of individual's permission to work in the UK
  - Exploration of gaps in employment
- Professional Registration
- Qualifications
- Occupational Health Screening (if applicable)

Occupational Health screening is undertaken by an external provider on behalf of our University. If you require clearance, please contact [occupationalhealth@leedsbeckett.ac.uk](mailto:occupationalhealth@leedsbeckett.ac.uk) so that the relevant forms can be sent to you for completion.

In some cases, it may be necessary to undergo additional health screening because of the nature of the environment where you are carrying out research. For example, if you are working with immune compromised individuals you may have to undergo additional screening in line with the policy of the department. **Please check with the lead NHS organisation.**

For student projects where the individual is not employed by our University, the signature should be obtained from the person who is able to give assurance of identity and qualifications. This may be your supervisor or the School office.

The original completed passport with original documentation should be kept safe by the researcher and copies of the passport along with copied accompanying documentation should be provided to the NHS HR/R&D department so they can issue the HRC. The department will keep these copies and you can produce them for other Trusts if needed.

You will be expected to provide the R&D department with a copy of your Passport when you are obtaining approval from additional Trusts than the one where you obtained your original honorary research contract. The approval letter they send you will act as an honorary research contract with that organisation.

### **Section 6 – Instructions to Applicants**

This section requires the researcher to provide additional enclosures to the lead NHS organisation. Copies are sufficient and they are provided to the Trust to maintain records and to contribute to an auditable system. It should be noted that you should inform the Trust of any changes in your status with regard to this information. For example employment status, registration status, DBS status, including a current CV, copy of Occupational Health form and a copy of the Criminal Records Check where applicable.

### **Section 7- Additional Checks**

This section should be completed by Human Resources in the Lead NHS organisation should any additional occupational checks be required (e.g. where specific vaccinations are required, or a discussion with the applicant is necessary).

### **Section 8 – For Office Use Only**

The Lead NHS organisation will complete this section and return the completed form.

If you have any queries on completing the NHS Research Passport Application form, please contact [studysupport.crnYorkshumber@nihr.ac.uk](mailto:studysupport.crnYorkshumber@nihr.ac.uk)

*Updated February 2017*

## Research Passport Application Form

*Please refer to the guidance notes before completing the form.*

<b>Section 1 - Details of Researcher</b> <i>To be completed by Researcher</i>			
1.	Surname:	Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/>	
	Forename(s):	Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
	Home Address:		
	Work Tel:	Mobile:	Email:
2.	Date of birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Ethnicity:	National Insurance number:	
3.	Professional registration details, if applicable (Doctors undertaking any form of medical practice should confirm they have a licence to practise). N/A <input type="checkbox"/>		
4.	Employer: <span style="float: right;">or place of study:</span>		
	Work Address/Place of Study:		
	Post or status held:		
<b>Section 2 - Details of Research</b> <i>To be completed by Researcher</i>			
5.	What type of Research Passport do you need? Project-specific <input type="checkbox"/> Multi-project <input type="checkbox"/>		
	<i>If you will be conducting one project only please complete the details below. If you anticipate that you will be undertaking more than one project at any one time, please give details in the Appendix.</i>		
	Project Title:		
	Project Start Date:	End Date:	
	Proposed start and end-date of 3-year Research Passport:		
	Start Date:	End Date:	
	NHS organisation(s):	Dept(s):	Proposed research activities:
			Manager in NHS organisation:
<b>Section 3 – Declaration by Researcher</b> <i>To be completed by Researcher</i>			
6.	Have you ever been refused an honorary research contract?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have you ever had an honorary research contract revoked?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes to either question, please give details:		
I consent to the information provided as part of this Research Passport and attached documents being used, recorded and stored by authorised staff of the NHS organisations where I will be conducting research.			
	Signed:	Date:	

When Sections 1-3 have been completed, the researcher should forward the form to the appropriate person to complete Section 4.

#### Section 4 - Suitability of Researcher

To be completed by researcher's substantive employer, e.g. line manager, or academic supervisor

7.a	Will this person's research activity mean that they may be undertaking regulated activity with children and/or adults as defined in the Safeguarding Vulnerable Groups Act 2006, as amended (in particular by the Protection of Freedoms Act 2012)? (please use the Research Passport algorithm to make this judgement)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. b	I am satisfied that the above named individual is suitably trained and experienced to undertake the duties associated with the research activities outlined in this Research Passport form.	
	Signed:	Date:
	Name:	Job Title:
	Department and Organisation:	
	Address:	
	Tel No:	Email:
	Managerial responsibility for the applicant:	

When Section 4 has been completed, the researcher should forward the form to the appropriate person to complete Section 5.

#### Section 5 - Pre-engagement checks To be completed by the HR department of the researcher's substantive employer or registry at place of study

8.	Does the above named individual's research involve Regulated Activity with children and/or adults as defined in the Safeguarding Vulnerable Groups Act 2006, as amended (in particular by the Protection of Freedoms Act 2012)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes to the above, has the above named individual been checked against ISA barred lists for adults and/or children, as appropriate and have you received confirmation via the criminal record disclosure that the person is not barred from working with adults and/or children? (NB individuals who are barred from working with adults or children must not undertake a regulated activity in the NHS with the vulnerable group from which they are barred, and you must not submit a Research Passport form in such cases).	Checked against: ISA Adults List? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> ISA Children's List? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Can you confirm that a clear criminal record disclosure has been obtained for the above-named individual, with no subsequent reports from the individual of changes to this record? NB for Regulated Activity this must be an enhanced level criminal record check. For non-regulated activity, ensure the criminal record check is at the mandated level.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	If yes, please provide details of the clear disclosure:	
	Date of disclosure:	Type of disclosure:
	Disclosure No.:	Organisation that requested disclosure:
9.	Have the pre-engagement checks described below been carried out with regard to the above-named individual and is confirmation of the necessary checks, including any required satisfactory documentary evidence, available in the employing organisation's/place of study's records?	
	<ul style="list-style-type: none"> <li>▪ Employment/student screening:           <ul style="list-style-type: none"> <li>○ ID with photograph Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>○ two references Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>○ verification of permission to work/study in the UK Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>○ exploration of any gaps in employment Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul> </li> <li>▪ Evidence of current professional registration Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></li> <li>▪ Evidence of qualifications Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>	

Occupational health screening / clearance <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	
Is the named individual on a fixed term contract or is the contract end imminent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please indicate current contract end-date	Date:
Signed:	Date:
Name:	Job Title:
Organisation:	Department:
Address:	
Tel No:	Email:

*Please return the form to the researcher.*

### **Section 6 - Instructions to applicants**

*To be completed by Researcher*

*Please indicate which of the following documents are attached to this Research Passport:*

Current curriculum vitae, including details of qualifications, training and professional registration (please use the template C.V. at <a href="http://www.rdforum.nhs.uk/docs/template_cv.doc">http://www.rdforum.nhs.uk/docs/template_cv.doc</a> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Researcher's copy of criminal record disclosure. NB where research involves regulated activity with children and/or adults as defined in the Safeguarding Vulnerable Groups Act 2006, as amended (in particular by the Protection of Freedoms Act 2012), the disclosure must include confirmation of a check against the appropriate ISA barred list(s).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Evidence of occupational health screening / clearance	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Appendix – List of projects and amendments	Appendix numbers:  N/A <input type="checkbox"/>

*Please send the completed form and original documents to the Lead R&D office. The completed form and original documents will be returned to you. This package of documents will be used to validate your completed Research Passport form. You may then, and where relevant, provide the Research Passport to other NHS organisations.*

**You must inform all NHS organisations that have received this Research Passport of any changes to the information supplied above. Failure to do so may result in withdrawal of your honorary research contract or letter of access. As part of the quality control procedures for the Research Passport, random checks on the accuracy of the information held on this Research Passport may be made.**

**Section 7**  
**This section should be completed by HR in the Lead NHS organisation, only if additional checks are undertaken**

The following additional checks have been completed:

Having confirmed that the necessary additional pre-engagement checks have been completed, I am satisfied that the above named researcher is suitable to carry out the duties associated with their research activity outlined in this Research Passport.

Signed:	Date:
Name:	Job Title:
Organisation:	Department:
Email:	

**Section 8 - For Office Use Only**

*This section should be completed by the NHS R&D office that received the initial application. The NHS R&D office must countersign and date retained photocopies of the documents. The grey section must be completed before the form is returned to the applicant.*

CV reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of qualifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Appendix pages reviewed?	Numbers:
Professional registration details reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Occupational health clearance reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Criminal record disclosure reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date of disclosure:	Disclosure No:

<b>For regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006, as amended (in particular by the Protection of Freedoms Act 2012), did the criminal record disclosure confirm a satisfactory check against the appropriate ISA barred list(s)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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Enter Electronic Staff Record Number (if issued):

Confirmation of valid Research Passport:  
 Project specific       Three-year       Other End date  Date:

Signed:	Date:
Name:	

NHS Organisation Name and contact details

Date Honorary Research Contract/letter of access issued (*delete as appropriate*)

*If required, this section should be added to the Research Passport Form and completed by each NHS R&D office receiving the valid Research Passport. The original Research Passport form and documents should be returned to the applicant.*

Has the Research Passport been validated by a Lead NHS organisation and is this validation acceptable to this NHS organisation? Yes  No

CV reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence of qualifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Appendix pages reviewed?	Numbers:
Professional Registration details reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Occupational health clearance reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Criminal record disclosure reviewed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Date of disclosure:	Disclosure No:

**For regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, did the criminal record disclosure confirm a satisfactory check against the appropriate ISA barred list(s)** Yes  No  N/A

Checked Electronic Staff Record: Yes  No  N/A

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

NHS organisation name and contact details:

Date honorary research contract/letter of access issued (*delete as appropriate*)

**Passport Appendix. List of projects and amendments**

Appendix Number:

*If you are applying for a three-year Research Passport, please use this section to enter details of projects and activities that will be covered by this Research Passport. Once you have a validated Research Passport, you may add details of subsequent projects during the three years that this Research Passport is valid.*

*If you are applying for a project-specific Research Passport, but need to add further sites to the project, please enter the details below.*

*Whenever you add further details, the full Research Passport and accompanying documents must be submitted to the relevant NHS organisations.*

<i>Title:</i>		<i>Start Date:</i>	<i>End Date:</i>
<i>NHS organisation(s):</i>	<i>Dept(s):</i>	<i>Proposed research activities:</i>	<i>Manager in NHS organisation:</i>

***Amendments to the Research Passport***

*Please state what these are, e.g. they might be a change in name or employment details, or a change in research activities.*

*Please check with the NHS organisation where you are undertaking your research if you are unsure whether you will need to submit new evidence of pre-engagement checks on a new Research Passport form, which will need to be validated by the NHS organisation(s) hosting your research.*

<i>Date</i>	<i>Old Details</i>	<i>New Details</i>	<i>Office use only NHS R&amp;D contact details and signature</i>

***To add more projects please copy this page or download further blank pages. Each appendix page should be numbered.***

*For office use only:*

*A photocopy of the appendix should be retained whenever any amendments or additions to the appendix are made.*



# Research Passport Key Contacts

School Contacts			
Area	Name & Position	Telephone	E-mail
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