Research Passports
Information for applicants
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May 2017
1. Introduction

a) What is the Research Passport?

A Research Passport is an application mechanism for non-NHS staff to obtain and Honorary Research Contract or Letter of Access (LoA) when they propose to carry out research in the NHS. The Research Passport system provides:

- One set of checks on a researcher conducting research in the NHS
- One standard form completed by the researcher and his/her employer, and validated by an NHS organisation
- A completed Research Passport which is presented which is presented to all the relevant NHS organisations
- Faster study start up
- A research passport application may be project-specific or may be valid for a period of three years for a number of projects

You may only start your work within a NHS Trust when that Trust has issued you with either an Honorary Research Contract (HRC) or a Letter of Access (LoA). The Research Passport is the mechanism to apply for these, it is not in itself permission to work in a NHS Trust.

b) Who needs a Research Passport?

A Research Passport is required for University employees or visitors who are required to undertake research within the NHS. For example, where the researcher:

- Will have a direct impact on patient care (e.g. providing prevention, diagnosis or treatment of illness)
- Will have access to NHS patient data
- Will have indirect contact with patients / service users whose research has a direct bearing on the quality of their care (e.g. telephone interviews)
- Wish to access consented identifiable patient data, tissues or organs with likely direct bearing on the quality of their care
- Will have access to NHS premises
- Some Graduate students may require a Research Passport application and the applications are managed by the Student Registry

c) Who does not need a Research Passport?

You will not require a Research Passport application if:

- You are employed by an NHS organisation
- You are an independent contractor
- You have an honorary clinical contract with an NHS trust
- You are a student on a healthcare placement
If you are unsure as to whether a Research Passport is needed, please contact the Research and Development office at the Trust where the research will be carried out for clarification.

Observers

If an individual is coming to clinically observe and it is unclear as to whether this is part of a research project or not, please call the relevant NHS Trust’s Medical Staffing section in the first instance. They will confirm whether the individual will need to make a Research Passport application, or whether an Honorary Clinical Observers Contract should be applied for instead. These will be assessed on a case-by-case basis.

Participants (Healthy Volunteers)

The NHS has a duty of care to both patients and volunteers in circumstances in which the NHS have authorised (i.e. sponsored either solely or jointly) the research and/or it takes place on NHS premises.

Therefore, if the researcher will be coming into contact with Participants (healthy volunteers) under the above circumstances, that researcher will require a Research Passport application and the checks will be determined against the pre-engagement algorithm (see section 3).

In other circumstances, i.e. if a patient independently chooses to take part in research conducted by the University, and on University premises, a Research Passport application would not be required.

We implement the Research Passport initiative in accordance with the arrangements set out in the NIHR ‘Research in the NHS: HR Good Practice Resource Pack’.
2. How do I obtain a Research Passport?

Once it is established that the role/duties require a research passport application, please complete the Research Passport application form. It is likely that you will have been sent a Research Passport application form with your appointment paperwork.

New Research Passport Checklist

Research Passport form

Research Passport application flowchart
## 3. Pre-engagement checks

What type of pre-engagement checks are needed for your research passport?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Disclosure and Barring Service Check necessary?</th>
<th>Occupational Health Clearance Necessary?</th>
<th>LoA or HRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher is a health care professional providing health care to an adult and/or child</td>
<td>Yes, if done once this is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check</td>
<td>Yes, if there is direct contact</td>
<td>HRC</td>
</tr>
<tr>
<td>Researcher provides health care to an adult and/or child under the direction or supervision of a health care professional</td>
<td>Yes, if done once this is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check</td>
<td>Yes, if there is direct contact</td>
<td>HRC</td>
</tr>
<tr>
<td>Researcher provides personal care to an adult or child</td>
<td>Yes, if done once this Disclosure and Barring Services is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check</td>
<td>Yes, if there is direct contact</td>
<td>HRC</td>
</tr>
<tr>
<td>Researcher is a social care worker providing social work which is required in connection with any health care or social services to an adults who is a client or potential client</td>
<td>Yes, if done once this Disclosure and Barring Services is Regulated Activity (new definition). Requires enhanced DBS + appropriate barred list check</td>
<td>Yes, if there is direct contact</td>
<td>HRC</td>
</tr>
<tr>
<td>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</td>
<td>Yes, if done regularly this is Regulated Activity. Requires enhanced DBS + barred list check</td>
<td>Yes, if there is direct contact</td>
<td>HRC</td>
</tr>
<tr>
<td>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 direct bearing on the quality of care</td>
<td>Yes, if done regularly enhanced DBS (pre-Sept 2012 definition). No barred list check</td>
<td>Yes, if there is direct contact</td>
<td>LoA</td>
</tr>
<tr>
<td>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.)</td>
<td>Yes, standard</td>
<td>Yes, if there is direct contact</td>
<td>LoA</td>
</tr>
<tr>
<td>Activity</td>
<td>Disclosure and Barring Service Check necessary?</td>
<td>Occupational Health Clearance Necessary?</td>
<td>LoA or HRC</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>observation, qualitative interviews, focus groups)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td>No</td>
<td>No</td>
<td>LoA</td>
</tr>
<tr>
<td>Researcher requires access to <strong>identifiable</strong> patient data derived from health records, tissues or organs with a likely direct bearing on the quality of care</td>
<td>No</td>
<td>Yes, only if working with tissues or organs in NHS facilities</td>
<td>HRC</td>
</tr>
<tr>
<td>Researcher requires access to <strong>identifiable</strong> patient data derived from health records, tissues or organs with no direct bearing on the quality of care</td>
<td>No</td>
<td>Yes, only if working with tissues or organs in NHS facilities</td>
<td>LoA</td>
</tr>
<tr>
<td>Researcher requires access to anonymised patient data derived from health records, tissues or organs only (including by research staff analysing data)</td>
<td>No</td>
<td>Yes, only if working with tissues or organs in NHS facilities</td>
<td>LoA (only if reviewed in NHS facilities)</td>
</tr>
<tr>
<td>Researcher is working on NHS premises (e.g. laboratory) only (no access to identifiable data)</td>
<td>No</td>
<td>Yes, only if working with tissues or organs in NHS facilities</td>
<td>LoA</td>
</tr>
<tr>
<td>Researcher requires direct contact with staff only but no access to patients (e.g. staff interviews)</td>
<td>No</td>
<td>No</td>
<td>LoA (if in NHS facilities)</td>
</tr>
<tr>
<td>Researcher requires access to <strong>identifiable</strong> staff data only</td>
<td>No</td>
<td>No</td>
<td>LoA (if in NHS facilities)</td>
</tr>
<tr>
<td>Researcher requires access to <strong>anonymised</strong> staff data only</td>
<td>No</td>
<td>No</td>
<td>LoA (if in NHS facilities)</td>
</tr>
</tbody>
</table>

Please refer to [guidance on specific activities which are eligible for DBS checks](#).
4. Checklist for submitting a Research Passport application

Research Passport Checklist

Documentation required

1) DBS

If you need DBS clearance please indicate on a covering note if you have applied for one via the HR Compliance Team or the Student Administration and Records Office.

To apply for a DBS check you will need to contact your Departmental Administrator who will provide you with the DBS application form, instructions on how these must be completed and guidance on the documentation which must be returned with the form. Completed forms must be checked by the Departmental Administrator before forwarding to the University Compliance Team in HR (tel. 01223 768808, email: complianceteam@admin.cam.ac.uk) for checking, signature by the HR Division’s DBS Countersignatory and submission to the DBS.

A copy of the standard or enhanced check certificate will be sent out to the individual and the HR DBS Countersignatory and your department will be notified by the Compliance team when the DBS check has been completed satisfactorily.

The Department is responsible for the costs of a DBS check. The Compliance Team will recharge costs by internal invoice.

Alternatively, please enclose evidence of a recent (within the last 12 months) DBS check. If your DBS clearance is over 12 months old or was applied for via an organisation other than the University of Cambridge then you should consult with the relevant NHS R&D department to see if they will accept your previous DBS check or if you will need to apply for a new one.

If you have been in the UK for less than 5 years, but over 6 months, then you should apply for a DBS check in the UK and also request an equivalent clearance from your home country.

If you haven’t lived in the UK in the past 5 years then you should bring/obtain the equivalent of a DBS clearance/certificate of good conduct from your home country. How to obtain this from your home of residence can be found on the links below. The clearance must be deemed acceptable by the HR Compliance Team.

Overseas criminal record/good conduct certificates:

- Countries A – F
- Countries G – P
- Countries Q – Z
2) ID with photograph

To comply with NHS ID checks you must supply either:

- 2 forms of photo ID and 1 form of address ID (3 separate pieces of evidence in total),
- 1 form of photo ID and 2 forms of address ID (3 separate pieces of evidence in total).

Full list of acceptable documentation:

<table>
<thead>
<tr>
<th>LIST A ACCEPTABLE PHOTOGRAPHIC ID</th>
<th>LIST B ACCEPTABLE PROOF OF ADDRESS DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Valid Passport - Any Nationality</td>
<td>Benefit Statement/Book (less than 3 months old) Current benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (eg child allowance, pension) - issued within the last 3 months.</td>
</tr>
<tr>
<td>Biometric Residence Permit (UK)</td>
<td>Bank statement (UK/EEA) - less than 3 months old Bank, building society or credit union statement. MUST hold current address. Documents downloaded from the internet (Non-EEA Statements cannot be accepted).</td>
</tr>
<tr>
<td>Driving licence - Photo Card &amp; Counterpart (must be UK) Full or provisional driving licence.</td>
<td>Council Tax bill - Local authority tax bill valid for the current year - issued within the last 12 months Credit Card Statement (UK/EEA) - less than three months old - Credit Card Statement - must have your address on it and be less than 3 months old. (Non-EEA statements must not be accepted).</td>
</tr>
<tr>
<td>EU ID card</td>
<td>Mortgage statement (UK or EEA) - Mortgage Statement from a recognized lender - issued within the last 12 months (UK or EEA) (Non-EEA statements must not be accepted).</td>
</tr>
<tr>
<td>Non-UK Photo Driving licence</td>
<td>Utility bill - less than 3 months old - arrangement to pay for the services on pre-payment terms. Utility bills in joint names are permissible. Must be less than 3 months old.</td>
</tr>
</tbody>
</table>

Please note that the following are not acceptable forms of address ID:

- NHS Card (UK).
- National Insurance Card (UK).
- Exam Certificates e.g. GCSE, NVQ, O Levels, Degree.
- TV Licence.
- Insurance Certificate.
- Disclosure Scotland Certificate.
- DBS Certificate.
- Vehicle Registration Document.
- Addressed Payslip.
- General Medical Council (GMC) Certificate.
- Connexions Card.
- Mail Order Catalogue Statement/Card Statement.
- Store Card Statement.
- Court Claim Form (UK).
3) Two references

If you are a member of staff your departmental administrator will need to send these directly to the HR Division. These should be the references your department received when you were recruited into the department. If you are a graduate student your references will already be on your file in the Board of Graduate Studies.

If your original references are not available then you should obtain two current references.

4) Verification of permission to work in the UK

<table>
<thead>
<tr>
<th>LIST C - ACCEPTABLE PROOF OF RIGHT TO WORK DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Current Valid UK Passport</td>
</tr>
<tr>
<td>- Full UK, Channel Islands or IOM Birth Certificate</td>
</tr>
<tr>
<td>- Full UK Channel Islands or IOM Adoption Certificate (must be produced with official document showing name &amp; NI number)</td>
</tr>
<tr>
<td>- Current EEA or Swiss Passport, National Identity Card, Residence Permit, Registration Certificate or document indicating permanent residence, issued by the HO or UKBA.</td>
</tr>
<tr>
<td>- Permanent residence card issued by the HO or UKBA to a family member of an EEA or Swiss National Biometric Immigration Document,</td>
</tr>
<tr>
<td>- Passport or other travel document issued by the UKBA indicating indefinite leave, right of abode in the UK or is exempt from immigration control into the UK</td>
</tr>
<tr>
<td>- Immigration Status document, for example Certification of Registration or Certificate of Naturalisation, issued by HO or UKBA indicating indefinite leave to remain in the UK. (must be produced with official document showing name &amp; NI number).</td>
</tr>
</tbody>
</table>

Please provide this evidence when you submit the form.

If you are a graduate student registered with the Board of Graduate Studies this evidence will be on your file.

5) Exploration of any gaps in employment (From CV)

Please provide an up-to-date CV. You should ensure that it clearly states your job/study history with dates (month and year). You can use the CV template provided by the NIHR if you wish but it is not compulsory.
6) Current professional registration

Documentary evidence showing any current professional registrations stated in Section 1.3. of the Research Passport application, for instance NMC registration.

7) Qualifications

Certificate(s) or confirmation from the awarding body(s). We only need to see your highest academic qualification. If you have any professional qualifications we will need to see evidence of these too.

8) Occupational Health assessment

Research Passport health assessment questionnaire

To comply with NHS Occupational Health (OH) assessment requirements, if it is identified that you require OH clearance for your research passport then an additional OH assessment may be required on top of the University of Cambridge pre-employment OH assessment.

If you are new to the University of Cambridge, when you fill in your pre-employment OH questionnaire you need to clearly indicate on it that you will be applying for a research passport.

If you have already had your University of Cambridge OH assessment you will need to contact OH (tel. 01223 336594, email occhealth@admin.cam.ac.uk) and ask if you have been cleared to research passport level. Please indicate in your covering note to HR/Board of Graduate Studies whether you are in the process of applying for an OH assessment.

Please note, when submitting evidence to the HR Division/Student Registry you should:

- Submit originals or photocopies signed off by your departmental administrator verifying that they are true copies of the original documents. If you are unsure who your departmental administrator contact is, please click here for a list.
- Supply an official translation of documents, if you are supplying documents written in a language other than English.
Section 1: Details of Researcher

To be completed by Researcher.

Question 1

Please state your name and contact details.

Question 2

Please provide basic details about your identity. This information is used to complete the Electronic Staff Record (the NHS HR system).

Question 3

If you are registered with a professional body please give details.

Question 4

Details of your substantive employer should be given. Please give your job title. NB NHS organisations need to be informed of any changes in employment.

Section 2: Details of Research

To be completed by Researcher.

Question 5

There are two types of Research Passport:

- The project-specific Research Passport is for researchers who will be involved with only one project over the course of three years. If this is the case please provide details in this section, including the study rec number if known.
- The multi-project Research Passport is for researchers who will be working on a number of studies over the course of three years and have an ongoing research portfolio. Please give details in the Appendix instead of completing this section, including the study rec numbers if known. You may add as many Appendix pages as required. Please number each Appendix page. You should update the Appendix with any new studies and present the updated Research Passport to all relevant NHS R&D offices before commencing the new project.

Either here or in the Appendix, as appropriate, please provide the
School of Clinical Medicine

- title
- start date - when you plan to be involved in the study at the first site
- end date of the project - when you plan to complete your involvement in the study at the last site
- list the NHS organisation(s) and department(s) where you will be working.
- Describe what activities you will be undertaking, e.g. prescribing medicine, taking blood, conducting behavioural therapy etc. Please ensure that adequate information is provided to enable the Trust to determine which checks are needed and the level of access you are granted.
- If you know who will manage or supervise you or be responsible for your conduct in the NHS organisation, e.g. the Principal Investigator, please insert her/his name.

If you subsequently find that you need to conduct a study in additional NHS organisations, the details should be added in the Appendix, and the Research Passport should be submitted to the relevant NHS organisation(s).

Section 3: Declaration by Researcher

To be completed by Researcher.

Question 6

Please tell us if you have ever been refused an honorary research contract or had it revoked by an NHS organisation and the reasons for it. Disclosing this information does not necessarily mean that you will be turned down in your application for an honorary research contract or letter of access this time, but it could be that particular training needs have to be addressed by the NHS organisation where you plan to undertake research or your substantive employer.

The Research Passport system relies on information about you in the Research Passport being shared with relevant NHS organisations instead of being duplicated by each NHS organisation. You are required to consent to this information being shared.

Section 4: Suitability of Researcher

To be completed by Researcher’s substantive employer, e.g. line manager or head of department.

Question 7

This section should be completed by an appropriate manager from your employer who is responsible for ensuring that you are suitably trained, qualified and experienced to carry out the research. It could be your line manager or head of department.

Training should be commensurate with the nature of the research study and the research environment. Please ask the Principal Investigator or Chief Investigator for the study about your training needs in relation to Good Clinical Practice, data protection, use of equipment etc.

Section 5: Pre-engagement checks

To be completed by the HR department of the Researcher’s substantive employer.
Question 8

If the work you will be doing under your Research Passport requires you to have had a DBS check then your employer needs to confirm that you have a DBS check with no convictions or police information listed. The DBS check should have been obtained in the last 6 months. Alternatively, a DBS check obtained in the 12 months may be used, as long as your employer has a system for requiring you to declare any changes to your criminal record. Details of the disclosure should be provided. Your employer will not be asked to pass on any information in your DBS check. Your original copy of the disclosure (not a photocopy) should be provided when you submit the Research Passport to the NHS R&D office.

If you have not had a DBS check conducted in the appropriate time scale, you should arrange for a criminal records disclosure to be obtained through your employer.

If any convictions or police information have been reported in your disclosure, the NHS organisation receiving the Research Passport will need to request a DBS check. This is to ensure that it has relevant and up-to-date information on which to base decisions about issuing an honorary research contract.

Overseas staff/students should endeavour to have the necessary documents to show they do not have any previous convictions in their country of origin. The DBS overseas helpline can provide information on specific countries (0870 010 0450).

Please note that you are required to inform the Compliance Team of any changes in your criminal record that occurred after you applied for your DBS check, whether the DBS check was processed by the University of Cambridge or a previous employer.

Question 9

Your employer must confirm that it completed checks with regard to identity, professional registration status and certificates of qualifications prior to employing/admitting you. It must also verify that you have completed the necessary occupational health assessment (if this is required for the work that you will be doing under your Research Passport) to ensure that you are medically suitable to carry out the research activities you plan to undertake. Your employer should provide written evidence of completion of the following checks:

- employment screening
  - ID with a photograph (3 items, to include at least 1 photo ID and 1 proof of address)
  - two references
  - verification of permission to work/study in the UK
  - exploration of gaps in employment
- occupational health screening
- evidence of professional registration
- evidence of highest qualification

See the checklist for submitting a Research Passport application for details of what needs to be submitted to the HR Division for each of these checks. If these are submitted by your Department on your behalf, please ensure that your Department have signed and verified that they are copies of the originals.
The HR Division will take copies of the Research Passport and attachments for its records to provide an auditable system. Please note that, in accordance with DBS check guidance, photocopies of DBS checks are not retained.

Section 6: Instructions to applicants

To be completed by Researcher.

You are now ready to complete your Research Passport application. Indicate here which documents you have attached. If you do not require a DBS check or occupational health screening for the research activities you will be conducting, you should tick ‘Not Applicable’. If you have completed any Appendices, please give the numbers, otherwise tick ‘Not Applicable’.
6. Submitting the Research Passport

When you have completed the form, obtained all the relevant signatures and collected the relevant documents to accompany your application, you should submit the Research Passport application to the R&D office at the lead NHS organisation where you wish to undertake your research. The lead NHS organisation may be the R&D office that is nearest to you, or the one that you originally approached about the project.

You should provide original copies of all documents. You should also provide a synopsis of what your research will involve. The R&D office will complete the shaded sections of the form. The original Research Passport form and documents will be returned to you. Your honorary research contract or letter of access can now be issued to you by the NHS organisation.

Once the shaded part of Section 8 has been completed and the form and documents have been returned to you, you have a complete Research Passport.

This Research Passport will be valid for the duration of the project or for three years, as indicated in Section 8. You should keep it safe so that you can use it to apply to any other NHS organisation for an honorary research contract or letter of access.

It may be necessary to undergo additional screening because of the nature of the environment where you will be carrying out research. The R&D office will let you know if you need to have additional checks. Please add the written evidence of these checks to the attachments to your Research Passport. If any additional checks are undertaken by an NHS organisation, this will be documented in Section 7.

To obtain an honorary research contract or letter of access from another NHS organisation listed on your Research Passport, you should submit the valid Research Passport (with the shaded sections completed) and the original documents to the R&D office at that NHS organisation.
7. Changes in details

Please ensure that you keep your Research Passport up to date. You should inform any NHS organisation where you are conducting research of any change in details, e.g. employment status, registration status, criminal record etc. Any failure to do so may result in termination of your honorary research contract or letter of access.

Additions and amendments to the Research Passport appendix should be countersigned by the relevant R&D office.

You should check that you do not need additional pre-engagement checks if you are taking on an entirely new research activity.
8. Extensions to an existing Research Passport

A Letter of Access (LoA) or Honorary Research Contract (HRC) can be issued to cover you for up to a maximum period of three years.

- If your LoA or HRC has been issued for less than three years (due to your contractual limit of tenure etc), you can apply for it to be extended up to a maximum of three years from the original start date.
- If the three-year maximum is reached and a renewal is needed, a new Research Passport application will need to be completed.

For Cambridge University Hospitals NHS Foundation Trust (Addenbrooke’s) and the Cambridgeshire and Peterborough Foundation Trust (CPFT) the following process is in place:

For all other Trusts, the process will be to submit a new form for extensions.

a) Extensions taking the original LoA or HRC up to a maximum of three years

With the exception of one-off short term extensions (see below) no LoA/HRC will be extended beyond the period by which the initial validated research passport becomes 3 years old.

They can be extended as many times as necessary up to a maximum of 3 years.

Please send the documents listed below directly to the relevant Trust. Please contact your Trust directly if you have any queries relating to an extension to your Research Passport.

A new appendix page

- Please provide the start and end dates of your project(s). The start date should be when you plan to be involved in the study at the first site (or the date that your existing project will continue from if applicable) and the end date should be when you plan to complete your involvement in the study at the last site (providing the date doesn’t exceed the DBS expiry or take the original passport beyond three years).
- Please list the NHS organisation(s) and department(s) where you will be working.
- Describe what research activities you will be undertaking, e.g. prescribing medicine, taking blood, conducting behavioural therapy etc. Please ensure that adequate information is provided to enable the Trust to determine whether additional checks are required.
- If you know who will manage or supervise you or be responsible for your conduct in the NHS organisation, e.g. the Principal Investigator, please insert her/his name.
- Please state the NHS REC number(s) if known.

In addition to the appendix page the following is needed:

- Copy of your original research passport application form.
- Copy of your re-appointment letter, confirming your new limit of tenure with the University.
- Written confirmation of evidence of right to work/study in the UK (passport or full birth certificate) signed and verified by your Department that it is a true copy of the original
And where applicable:

- Written confirmation of evidence of continued professional registration.
- A written declaration from you to confirm that there have been no changes to your OH status since the initial check.
- A written declaration from you to confirm that there have been no changes to your DBS status.
- If your line manager changes and research project changes, please ask your new line manager to also complete Section 4 of a new RP application form.

A new LoA/HRC will be issued with the new date of expiry along with copies sent to your line manager, HR School Team and nominated NHS Manager. The Trust’s HR Manager’s decision on whether to accept an extension is final.

b) One-off Short Term Extension Requests of Less Than Three Months

Subject to confirmation that there is not a change in your research activities or (where applicable) to your DBS or OH status, the Trust will issue a one-off short term extension to the LoA/ HRC up to a period of 3 months.

Please send the documents listed below directly to the relevant Trust. Please contact your Trust directly if you have any queries relating to a one-off short-term extension to your Research Passport:

A new appendix page

Please provide the date that you wish your existing project(s) to be extended from and confirm project details.

In addition to the appendix page a copy of your original research passport application form

The short-term extension will take the form of a letter sent to you along with copies sent to your line manager, HR School Team and nominated NHS Manager; a new LoA/HRC will not be issued.
Amendments to an existing Research Passport

Amendments to the Research Passport usually take the form of the following:

- Additional research projects.
- Changes to research activity on the original project(s).
- Personal details (including changes to DBS or OH status).

Researchers who change **substantive employer** cannot use the amendment process, even if they are working on the same research project. In such cases a new Research Passport application must be made (exceptions may be made in relation to TUPE transfers into the University), but this should be discussed with your relevant HR School Team.

Please send the documents listed below directly to the relevant Trust. Please contact your Trust directly if you have any queries relating to an amendment to your Research Passport:

- Copy of your original Research passport application form with any amendments annotated on the appendix page. Please state the NHS REC number(s) if known.

And where applicable:

- If your line manager changes and research project changes, please ask your new line manager to also complete Section 4 of a new Research Passport application form.

The Trust reserves the right to ask for additional pre-engagement checks where this is deemed to be appropriate.

Where amendments are approved, the appendix page will be signed by the Trust’s HR Manager and returned to you. The standard ‘acceptance of amendment letter’ will be sent to you.

A new LoA/HRC will not be issued.

Where amendments are not approved, you will need to submit a new Research Passport application.
## 10. Contacts

### a) School of Clinical Medicine

<table>
<thead>
<tr>
<th>School of Clinical Medicine</th>
<th>Research Passports</th>
<th>DBS checks</th>
<th>Occupational health checks</th>
</tr>
</thead>
</table>
| Clinical School Recruitment Team  
School of Clinical Medicine  
Box 111, Cambridge Biomedical Campus  
Cambridge CB2 0SP  
csrecruitment@medschl.cam.ac.uk  
Stephanie Disney  
HR Ops Administrator  
01223 (3)35697  
- Haematology  
- Oncology  
- Medical Genetics  
- Medicine  
- Psychiatry  
- Obs and Gynae  
- CIMR  
Chris Caulfield  
HR Ops Administrator  
01223 (7)61324  
- Surgery  
- MRC Cancer Unit  
- MRC Epidemiology Unit  
- MRC Biostatistics Unit  
- MRC MBU  
- CRUK CI  
Aimee-Jane Carpenter  
HR Ops Administrator  
10223 (7)61583  
- Clinical Neurosciences  
- Paediatrics  
- Public Health and Primary Care  
- Clinical Biochemistry  
- Radiology  
| Compliance Team  
HR Division  
The Old Schools  
Trinity Lane  
Cambridge  
Tel.  
01223 765303  
01223 765016  
Email  
complianceteam@admin.cam.ac.uk  
Occupational Health Service  
Fenner's  
Gresham Road  
Cambridge  
Tel.  
01223 336594  
Email  
occupational.health@admin.cam.ac.uk |
### b) Other Schools and Student Registry

<table>
<thead>
<tr>
<th>School of Biological Sciences</th>
<th>Research Passports</th>
<th>DBS checks</th>
<th>Occupational health checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Bowden</td>
<td>HR Adviser</td>
<td></td>
<td>Compliance Team</td>
</tr>
<tr>
<td>Tel. 01223 765036</td>
<td></td>
<td></td>
<td>HR Division</td>
</tr>
<tr>
<td>Email <a href="mailto:laura.bowden@admin.ca.m.ac.uk">laura.bowden@admin.ca.m.ac.uk</a></td>
<td></td>
<td></td>
<td>The Old Schools</td>
</tr>
<tr>
<td>or Alexandra King</td>
<td></td>
<td></td>
<td>Trinity Lane</td>
</tr>
<tr>
<td>Tel: 01223 76537</td>
<td></td>
<td></td>
<td>Cambridge</td>
</tr>
<tr>
<td>Email <a href="mailto:alexandra.king@admin.c.am.ac.uk">alexandra.king@admin.c.am.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Division</td>
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<td>The Old Schools</td>
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<td>Trinity Lane</td>
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<tr>
<td>Cambridge</td>
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<tr>
<th>School of Technology</th>
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<tbody>
<tr>
<td>Laura Andreou</td>
<td>HR Adviser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel. 01223 765809</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email irene.o'<a href="mailto:flynn@admin.cam.ac.uk">flynn@admin.cam.ac.uk</a></td>
<td></td>
<td></td>
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<tr>
<td>HR Division</td>
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<td>The Old Schools</td>
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<td>Trinity Lane</td>
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<td>Cambridge</td>
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<table>
<thead>
<tr>
<th>Students</th>
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</thead>
<tbody>
<tr>
<td>Selina Day</td>
<td>Student Registry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel. 01223 764082</td>
<td>4 Mill Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:student.registry@admin.cam.ac.uk">student.registry@admin.cam.ac.uk</a></td>
<td>4 Mill Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Registry</td>
<td>Tel. 01223 764082</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:dbsstudents@admin.cam.ac.uk">dbsstudents@admin.cam.ac.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambridge Students</td>
<td>Research Passports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambridge Students – Disclosure and barring service</td>
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<td></td>
</tr>
</tbody>
</table>
c) To contact the relevant trust regarding your Research Passport application:

<table>
<thead>
<tr>
<th>Cambridge University Hospitals NHS Foundation Trust (CUHNHSFT) (Addenbrooke’s)</th>
<th>Gayle Lindsay, R&amp;D HR Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Dial: 01223 3458496</td>
<td>Internal: 58496</td>
</tr>
<tr>
<td>Email: <a href="mailto:research.passport@addenbrookes.nhs.uk">research.passport@addenbrookes.nhs.uk</a></td>
<td>Barton House, Level 4, Flat 42.</td>
</tr>
<tr>
<td>Drop in sessions for research passports and collections: Tuesday afternoons 1.00 pm - 3.30 pm and Friday mornings 8.00 am - 1.00 pm</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cambridgeshire and Peterborough Foundation Trust (CPFT)</th>
<th>Mary-Beth Sherwood PhD – CPFT Research Governance Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk: 01223 348438 Internal Ext: 5843 OR 01223 746159</td>
<td><a href="mailto:Mary-Beth.Sherwood@cpft.nhs.uk">Mary-Beth.Sherwood@cpft.nhs.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NHS Cambridgeshire and Peterborough - Clinical Commissioning Group (CCG)</th>
<th>Vivienne Shaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLRN RMG Manager</td>
<td>Tel: 01223 725466</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:v.shaw@nhs.net">v.shaw@nhs.net</a></td>
<td>or</td>
</tr>
<tr>
<td>Sarah Hider</td>
<td>RMG Administrator</td>
</tr>
<tr>
<td>Tel: 01223 725309</td>
<td><a href="mailto:Sarah.Hider@nhs.net">Sarah.Hider@nhs.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NHS Blood and Transplant</th>
<th>Nicola Farrah</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Development</td>
<td>Tel: 01179 217498</td>
</tr>
<tr>
<td><a href="mailto:nicola.farrah@nhsbt.nhs.net">nicola.farrah@nhsbt.nhs.net</a></td>
<td>Visit <a href="http://www.nhsbt.nhs.uk/research-and-development/research.office@nhsbt.nhs.uk">http://www.nhsbt.nhs.uk/research-and-development/research.office@nhsbt.nhs.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Papworth Hospital</th>
<th><a href="mailto:papworth.randdenquiries@nhs.net">papworth.randdenquiries@nhs.net</a></th>
</tr>
</thead>
</table>
11. Confidentiality

In accordance with the Data Protection Act 1998 you are advised that your personal data will be processed by each NHS organisation to which you submit the Research Passport. In completing and submitting the Research Passport you are deemed to have given consent to processing personal data about you. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines ‘sensitive personal data’ as including ethnic origin, physical or mental health, commission or alleged commission of offences and any proceedings for any offence committed or alleged to have been committed.

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.

While conducting research in the organisation, all researchers should comply with NHS organisation policies relating to safety and confidentiality. These may include the following:

- incident reporting
- research governance
- misconduct and fraud
- data storage and handling

Your local Trust manager will be able to provide you with these policies.