

Overview of the procedure for Staff obtaining an NHS Research Passport

The researcher is responsible for maintaining appropriate clearance & for notifying both the University's HR Department & the relevant NHS Trust(s) of any changes that may affect the Research Passport.

The Researcher decides if the health care research project requires an NHS Research Passport and consults the Staff Pre-Engagement Check Form in order to decide the duties involved and, therefore, the level of CRB and/or Occupational Health clearance required.

Guidance on who needs a Research Passport along with the Application Form, Staff Pre-Engagement Check Form and relevant contacts can be found at:

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance/passport>

Researcher completes sections 1 - 3 of the Research Passport Application Form, a CV and the Staff Pre-Engagement Check Form.

The Application form should then be passed to the line manager who will complete section 4.

Please note that original documents with wet-ink signatures are required in accordance with NIHR guidelines. Electronic signatures and/or scanned copies cannot be accepted.

Researcher sends the Research Passport Application, CV and Staff Pre-Engagement Check Form in hard copy to Jennifer Newton in Human Resources.

The University's HR Department will then contact the researcher to instigate DBS and/or Occupational Health checks if required.

When all required checks are complete, Human Resources will complete, sign & date Section 5 of the Research Passport Application.

All relevant documentation will then be returned to the researcher.

The researcher must then complete Section 6 of the Research Passport Application before forwarding the documentation to the lead NHS Trust's Research and Development Department. The researcher must also forward the original copy of the CRB clearance (if applicable).

The NHS Trust will then confirm the Research Passport and return the original documentation to the researcher. Once confirmed, the NHS Trust will issue an Honorary Research Contract or a Letter of Access.