

## **The Research Passport – information for researchers**

The Research Passport is a streamlined system for issuing honorary research contracts to researchers who have no contractual relationship with the NHS and who need an honorary research contract (HRC) to carry out research in NHS organisations. It provides a system for researchers to collect evidence of the necessary checks once only to support their applications for HRCs at multiple NHS organisations.

Full details are available at:

<http://www.nihr.ac.uk/policy-and-standards/research-passports.htm>.

### **What is the Research Passport?**

- One document showing a set of checks on a researcher conducting research in the NHS.
- One standard form for each researcher.
- The form is completed by the researcher and her/his employer/university\*, and validated by an NHS organisation.
- The completed Research Passport is presented to all the relevant NHS organisations.
- No duplication of checks.
- Faster study start-up.

\* Employees should contact HRD, see below; postgraduate research (PGR) students should contact the Postgraduate Research Service in the Elizabeth Fry Building and students on post graduate taught (PGT) programmes should contact their LTS Hub.

### **Who does not need a Research Passport?**

You will not need a Research Passport or an honorary research contract if:

- you are employed by an NHS organisation; or
- you are an independent contractor (e.g. GP) or employed by an independent contractor; or
- you have an honorary clinical contract with the NHS (e.g. clinical academics); or
- you are a student who will be supervised within clinical settings by an NHS employee or HE staff member with an honorary clinical or research contract; or
- the research you are doing does not require any checks or honorary research contract.

### **Who needs a Research Passport?**

If you are not in any of the above categories and you have no contractual relationship with the NHS, you *may* need a Research Passport, and/or an honorary research contract. A Research Passport may be project-specific or may be valid for a period of three years for a number of projects.

**Advice on whether you need a Research Passport for the research you wish to undertake may be obtained from:**

Clinical Research Network (Eastern)  
Rouen Road Office  
Level 4  
20 Rouen Road  
Norwich  
NR1 1QQ  
Tel: 01603 288317, or email: [crneastern@nnuh.nhs.uk](mailto:crneastern@nnuh.nhs.uk)  
Website: <https://www.crn.nihr.ac.uk/eastern/>

### **How do I get a Research Passport?**

- Read the guidance for completing the Research Passport form, at: <http://www.nihr.ac.uk/policy-and-standards/research-passports.htm>.
- Complete sections 1-3 of the **Research Passport form, version 3**, dated 01/09/12, available via the above link, by scrolling down on the link page to the list of documents.
- Ask your line manager (or other authorised person) to complete section 4.
- For completion of section 5, if you are a **member of staff** send or take your completed form to your HR Manager (see bottom of page for contact details). If you are a **PGR student** send or take the form to the Postgraduate Research Service; and if you are a **PGT student** send or take the form to your LTS Hub. Mel Steele (tel: 0603 593870; email: [M.Steele@uea.ac.uk](mailto:M.Steele@uea.ac.uk)) signs Section 5 for PGR students, and Becky Fitt (tel: 01603 591157; email: [R.fitt@uea.ac.uk](mailto:R.fitt@uea.ac.uk)) does likewise for PGT students.
- You may need to complete occupational health assessments, and/or a criminal record disclosure application, and/or provide additional documents. Your HR Manager (the PGR Service or your LTS Hub if you are a student) will advise you if this is so.
- Your HR Manager (the PGR Service or your LTS Hub if you are a student) will complete and sign off section 5 of the form and return it to you.
- Take the completed Research Passport form with attachments to the lead NHS organisation.
- Once the form has been authorised by one NHS organisation it becomes a valid Research Passport that you can provide to other NHS organisations.

**The Principal Investigator must apply for permission to conduct the research in the NHS organisation. The Research Passport does not remove the need to apply to the NHS organisation for permission or to apply for ethical review.**

### **Human Resources Contacts:**

FMH: Alison Clements x 2126  
SSF: Santha Forder x 2936  
SCI: Jenny Summers x 2124  
HUM: Linda Cole x 3582