

STH Guide to the NHS Research Passport System

What is a Research Passport?

The NHS Research Passport scheme is a UK-wide initiative introduced by the Department of Health. It was created to streamline the process to allow non-NHS staff to obtain an Honorary Research Contract or Letter of Access, in order to carry out research in the NHS. The Research Passport system establishes a common system of pre-engagement checks which conform to NHS employment standards, so that they are transferrable across NHS Trusts.

How does it work?

The Research Passport itself is a package of documents completed by the researcher with their substantive employer or place of study, and then validated by NHS R&D offices. It lists the pre-engagement checks the substantive employer or place of study has carried out. When completed, it can be taken to other NHS organisations, thus removing the need for duplicate checks.

Benefits of the Research Passport System

- Provides clear guidance to all NHS trusts, thereby ensuring consistency
- Is a streamlined standard application system
- Clarifies responsibilities of NHS hosts and university employers
- Research staff can start research in the NHS faster
- Reduces valuable researcher time spent on administration
- Universities will be better informed about the activities of their research staff
- Simplifies the application process by minimising duplication, reducing delay and removing inconsistencies

Who does NOT need a Research Passport?

You will **not** need a Research Passport if:

1. You have a substantive contract of employment with the NHS or you are a student employed by the NHS and you will be undertaking research at STH as part of this role*
2. You have an Honorary Clinical Contract with an NHS Trust e.g. Clinical Academics*
3. You are a student conducting research as part of your healthcare placement
4. You are a medical student at University of Sheffield undertaking an intercalated year

*If you are in category 1 or 2 above, you will require an NHS to NHS Letter of Access (LoA) – see below:

Who needs a Research Passport?

- If you are **not** in any of the above 3 categories and have no contractual relationship with the NHS, you will need a Research Passport in order to carry out research in the NHS.
- Postgraduate students who conduct research within the NHS but who are not part of a healthcare placement need to complete a Research Passport.

STH Process

NHS to NHS Letter of Access

The NHS to NHS LoA gives permission for any research activity to be undertaken at the NHS organisation which hosts the research project. The researcher's substantive NHS employer remains fully responsible for undertaking and updating pre-engagement checks and the research host site can accept their existing relationship with the NHS.

The procedure for researchers who require an NHS to NHS LoA at STH is as follows:

1. An NHS to NHS proforma should be completed and authorised by the HR Department at the applicant's employing NHS Trust. For clinical academics, the University which is the substantive employer should sign and issue the proforma.
2. The applicant should then submit the original wet-ink signed form along with their CV and a completed [STH Pre-Engagement Check form](#) to STH R&D at the address below:

Clinical Research & Innovation Office
Room D49, D Floor
Royal Hallamshire Hospital
Glossop Road
Sheffield, S10 2JF

3. The researcher should provide details of what their proposed research activities will be in each NHS site and how long they need access at each site.
4. STH will then issue an NHS to NHS LoA to the researcher.

Applying for a Research Passport

Research Passport Application Form completion instructions (see pages below for detailed help with the form):

1. Sections 1-3 need to be completed by the applicant.
2. After Sections 1-3 have been completed, Section 4 needs to be completed and signed by the applicant's line manager (if staff) or academic supervisor (if student).
3. The form, along with a copy of the applicant's CV and a completed [STH Pre-Engagement Check form](#) then needs to be submitted to the HR Department of the applicant's substantive employer or place of registry if they are a student. They will undertake any required pre-engagement checks and complete and sign Section 5 of the form. This includes DBS and occupational health clearances, if required.
4. Once Section 5 is completed, the completed Research Passport, along with evidence of pre-engagement checks will be returned to the applicant, who will then need to complete the checklist (Section 6) and submit the Research Passport, along with their CV, [STH Pre-Engagement Check form](#) and evidence of any pre-engagement checks, such as DBS check (formerly CRB) and Occupational Health check to STH R&D at the below address. **Please note that you will need to submit the wet-ink original Research Passport application form, along with original DBS and OH certificates (if required).**

Clinical Research & Innovation Office
Room D49, D Floor
Royal Hallamshire Hospital
Glossop Road
Sheffield, S10 2JF

5. STH will then validate the Research Passport and issue you with an Honorary Research Contract/Letter of Access, as appropriate.

Guidance on completing the Research Passport form*

*The guidance below is for Version 4.0 and we are now on version 5.0, however the basics of the form are the same

Research Passport Application Form – Version 4.0 02/04/2019

Please refer to the guidance notes before completing the form.

Section 1 - Details of Researcher To be completed by Researcher			
1.	Surname: <input style="width: 95%;" type="text"/>		Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/>
	Forename(s): <input style="width: 95%;" type="text"/>		Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
	Contact Tel: <input style="width: 25%;" type="text"/>	Contact Email: <input style="width: 60%;" type="text"/>	
2.	Date of birth: <input style="width: 95%;" type="text"/>		
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: <input style="width: 60%;" type="text"/> or place of study: <input style="width: 35%;" type="text"/>		
	Work Address/Place of Study: <input style="width: 95%;" type="text"/>		
	Post or status held: <input style="width: 95%;" type="text"/>		
Section 2 - Details of Research To be completed by Researcher			
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: <input style="width: 95%;" type="text"/>		
	Project Start Date: <input style="width: 25%;" type="text"/>	End Date: <input style="width: 25%;" type="text"/>	
	Proposed start and end-date of 3-year Research Passport:		
	Start Date: <input style="width: 25%;" type="text"/>	End Date: <input style="width: 25%;" type="text"/>	
	NHS organisation(s): <input style="width: 25%;" type="text"/>	Dept(s): <input style="width: 25%;" type="text"/>	Proposed research activities: <input style="width: 25%;" type="text"/>
	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	Manager in NHS organisation: <input style="width: 25%;" type="text"/>
	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>
	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>
Section 3 – Declaration by Researcher To be completed by Researcher			
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: <input style="width: 95%;" type="text"/>		
	I understand that my data will be used for the purposes described in section 6 of the Information for researchers, R&D and HR staff in Higher Education Institutions and the NHS guidance document . I warrant that the information provided as part of this Research Passport application and the attached documents are a true and accurate reflection.		
	Signed: <input style="width: 80%;" type="text"/>	Date: <input style="width: 20%;" type="text"/>	
When Sections 1-3 have been completed, the researcher should forward the form to the appropriate person to complete Section 4.			

Ensure this is complete if you have NMC/GMC registration

Ensure the address is complete, including postcode

Please provide details of your specific research activities on site at STH

You should list the principal investigator for the research study(s) you will be working on as your manager in NHS organisation

Please add your wet-ink signature here

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: <input style="width: 80%;" type="text"/>
	Date: <input style="width: 20%;" type="text"/>
	Name: <input style="width: 95%;" type="text"/>
	Job Title: <input style="width: 95%;" type="text"/>
	Department and Organisation: <input style="width: 95%;" type="text"/>
	Address: <input style="width: 95%;" type="text"/>
	Tel No: <input style="width: 45%;" type="text"/>
	Email: <input style="width: 55%;" type="text"/>
	Managerial responsibility for the applicant: <input style="width: 95%;" type="text"/>
When Section 4 has been completed, the researcher should forward the form to the appropriate person to complete Section 5.	

Please ensure a wet-ink signature is added here

Section 5 - Pre-engagement checks <i>To be completed by the HR department of the researcher's substantive employer or registry at place of study</i>											
8.	<p>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)?</p> <p>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).</p> <p>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.</p> <p><i>If yes, please provide details of the clear disclosure:</i></p> <table border="1"> <tr> <td>Date of disclosure:</td> <td>Type of disclosure:</td> </tr> <tr> <td>Disclosure No.:</td> <td>Organisation that requested disclosure:</td> </tr> </table>	Date of disclosure:	Type of disclosure:	Disclosure No.:	Organisation that requested disclosure:						
Date of disclosure:	Type of disclosure:										
Disclosure No.:	Organisation that requested disclosure:										
	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Checked against: ISA Adults List? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>ISA Children's List? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>										
9.	<p>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?</p> <ul style="list-style-type: none"> • Employment/student screening: <ul style="list-style-type: none"> o ID with photograph Yes <input type="checkbox"/> No <input type="checkbox"/> o two references Yes <input type="checkbox"/> No <input type="checkbox"/> o verification of permission to work/study in the UK Yes <input type="checkbox"/> No <input type="checkbox"/> o exploration of any gaps in employment Yes <input type="checkbox"/> No <input type="checkbox"/> • Evidence of current professional registration Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> • Evidence of qualifications Yes <input type="checkbox"/> No <input type="checkbox"/> • Occupational health screening / clearance Yes <input type="checkbox"/> No <input type="checkbox"/> <p>Is the named individual on a fixed term contract or is the contract end imminent? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please indicate current contract end-date Date:</p> <table border="1"> <tr> <td>Signed:</td> <td>Date:</td> </tr> <tr> <td>Name:</td> <td>Job Title:</td> </tr> <tr> <td>Organisation:</td> <td>Department:</td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Tel No:</td> <td>Email:</td> </tr> </table>	Signed:	Date:	Name:	Job Title:	Organisation:	Department:	Address:		Tel No:	Email:
Signed:	Date:										
Name:	Job Title:										
Organisation:	Department:										
Address:											
Tel No:	Email:										
Please return the form to the researcher.											

Where applicable, these checks should all be completed by HR/student registry

Please ensure a wet-ink signature is added here

Section 6 - Instructions to applicants <i>To be completed by Researcher</i>	
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 http://www.rdforum.nhs.uk/docs/template_cv.doc)	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.

Sections 7 and 8 will be completed by the R&D Departments of the Trust/s you are applying to

Frequently Asked Questions

Q. Does the Research Passport allow me to view patient data?

A. A STH NHS FT Letter of Access or Honorary Research Contract (obtained via a Research Passport) outlines the responsibility and accountability of yourself, the Trust and your employer whilst you are on Trust premises. **It does not give you permission to access to patient data.** Research team members outside of the clinical care team can only access patient data if this access is clearly outlined in the ethically-approved patient information sheet and informed consent form, which has been signed by the patient and also covered by suitable data protection arrangements.

Q. I have already submitted my Research Passport to other NHS Trusts. What do I do?

A. If another NHS Trust has already completed Section 8 of your Research Passport application form, then you must send us scanned copies or hard copies of the following:

The completed Research Passport application form

A copy of your CV

A completed [STH Pre-Engagement Check form](#)

Evidence of any pre-engagement checks you have had, such as DBS (formerly called CRB) and Occupational Health

These should be sent to:

Clinical Research & Innovation Office

Room D49, D Floor

Royal Hallamshire Hospital

Glossop Road

Sheffield, S10 2JF

If Section 8 has **not** yet been signed off, then send wet-ink originals of all of the above to the same address.

Q. I already have a Research Passport for a certain project, but need to add more. What do I do?

A. Complete a Research Passport appendix page for your new project/s and submit it to R&D at each site you need access to for that project.

Q. What if I am not employed by a university or NHS Trust and am not a student either?

A. If you are employed by an organisation which is not a university or NHS Trust, you will need to apply for an Honorary Contract through the Human Resources Department at STH.

The process is as follows:

- Your nominated STH manager would be the project's Principal Investigator (PI).
- You will then need to contact sth.HonoraryContractRequest@nhs.net to request an Honorary Contract Application form. Once you have completed this, please send it to your PI.
- The PI will then need to send completed forms to the Honorary Contract Team: sth.HonoraryContractRequest@nhs.net
- If you require any help with this process, please contact STH Human Resources Department on 0114 305 2503. **Please be advised that the usual turnaround time for Honorary Contracts is 8 weeks from the submission of all completed documents.**

Help & Contacts

Responsibility for obtaining a Research Passport lies with the individual researcher. If you are unsure whether you require a Research Passport, please contact Jenny Powell jenny.powell1@nhs.net for advice.

Useful Links and Documents

Further information and guidance is on the [IRAS website](#).

University of Sheffield - Staff

If you are a member of staff and the Research Passport process applies to you, please see the [University of Sheffield website](#)

Your key contact is:

Human Resources Department, University of Sheffield:

hrfacultymdh@sheffield.ac.uk

ext. 21634

University of Sheffield - Students

If you are a postgraduate student and the Research Passport process applies to you, please see the [University of Sheffield website](#)

Your key contact is your academic supervisor and PGR secretary in the first instance. In case of any further queries, contact:

Research Services, University of Sheffield

Lindsay Unwin - Research Ethics & Integrity Manager

l.v.unwin@sheffield.ac.uk

ext. 21443

Sheffield Hallam University - Staff and Students

A flowchart showing the application procedure and useful links for SHU staff/students is [available here](#). (Flowchart courtesy Sheffield Hallam University © All rights reserved)

Your key contact is:

Staff

Jess Short - Senior HR Administrator

Human Resources

j.short@shu.ac.uk

0114 2254133

Students

Your key contact is your academic supervisor and PGR secretary in the first instance.

All others

Please ensure you submit an [STH Pre-Engagement Check form](#) with your completed Research Passport application.