



Will the nature of the work be research *only*?

NO

If the work involves non-research activities, or is an audit or service evaluation, the research passport doesn't apply. Contact HR at the NHS Trust where the project will take place for assistance.

YES

Do you have an existing honorary contract or placement with the NHS Trust where the project will take place?

YES

If yes, the research passport does not apply. You will be covered by your existing honorary contract / placement.

NO

Apply for Research Passport

Ask Lead R&D Office for advice

Researcher completes sections 1-3 of research passport and passes to line manager/supervisor

Ask supervisor/line manager for advice

Line manager/supervisor completes section 4 and returns to researcher. It is crucial that the line manager identifies the research activity correctly.

STAFF

STUDENT

Is researcher IoPPN staff or student?

Submit to KCL HR (leela.mukherjee@kcl.ac.uk) to complete section 5

Taught students should submit to ioppn.educationsupport@kcl.ac.uk and research students (MPhil, PhD, MD(Res)) to ioppn.pgr@kcl.ac.uk for section 5.

Does researcher have DBS (previously "CRB") and occupational health clearance in place?

NO

YES

HR/Education support help obtain DBS and/or occupational health screening according to information given on role assessment form

HR/Education support complete pre-engagement checks and return forms to researcher with any additional evidence of checks.

Submit the following to the **Lead R&D Office**:

- Completed & signed research passport application
- All relevant supporting documents
- REC no. or CRIS approval no. for the study (see overleaf for further guidance).



Research and
Development
Office



Important Notes:

The “Lead R&D Office” refers to the R&D Office named at A-68 on the IRAS R&D Form. It is responsible for validating your research passport on behalf of the NHS. Please note it will **not be SLaM R&D if your study is not taking place within SLaM.**

It is crucial to classify your research activity correctly by using the Algorithm. If you are unsure how your research activity should be classified, or you have any queries, contact your Lead R&D Office at an early stage for assistance. Bear in mind that changes in research activity after your research passport has been issued may necessitate changes to your passport or further checks. If your research activity changes, please advise your lead R&D office immediately.

The Lead R&D Office cannot issue a research passport for you until your study has received R&D approval from that office.

The supporting documents depend on your research activity. As a starting point, you will need to provide a copy of your CV, Occupational Health Clearance (if applicable), and an original DBS (if applicable). Note that for IoPPN researchers a DBS less than one year old will be accepted by SLaM R&D, but for external researchers the DBS must be less than 6 months old. Additionally, please note the following:

- If your research activity involves handling *tissue*, you will need to provide your certificate of Human Tissues Act & Consent Training.
- KCL staff and students must follow the KCL policy on HTA training.
- If your study is a Clinical Trial of an Investigational Medicinal Product (CTIMP) contact your Lead R&D Office for guidance as there are additional requirements for supporting documentation, for example a Good Clinical Practice training certificate.

All original documents will be returned to you once your application has been processed.

The R&D Office needs the Research Ethics Committee (REC) reference number and study IRAS ID for your study, to be able to link your passport to the correct study.

SLaM-only: If you are applying for access to the **CRIS database** only, you do not need to provide a REC number, DBS or Occupational Health Clearance. You will, however, need to provide confirmation that your study has received CRIS approval (please contact the CRIS team directly cris.administrator@slam.nhs.uk for information on CRIS applications) and a copy of your CV.

Research Passport Amendment Process

Once your research passport has been issued, please notify your lead R&D office immediately if:

Your research activity is changing

You wish to add a research project to your existing research passport

You wish to renew or extend the end date of your research passport

Note the R&D Office may require the following before it can process the amendment:

- Confirmation that your existing pre-engagement checks are sufficient to continue to cover you for your new research activities.

NOTE: Researchers must approach their line managers first and request that they confirm to HR (for staff) or Education Support (for students) what the new research activities and duties will entail. HR and Education Support need to be able to assess whether the existing pre-engagement checks are sufficient to cover you for your new activities. If they are not, the new checks will be validated by HR or Education Support.

- Depending on the nature of the new research activity, R&D may require evidence that the researcher has completed any necessary and applicable training for that activity.

- The Research Ethics Committee (REC) number for the new project.
- The R&D number for the new project.
- The project end date – note that the project end date must be a future date. If the project end date has passed, R&D will not be able to link it to a research passport until the REC has been notified of the project end date extension.

- Confirmation from HR (for staff) or Education Support (for students) of the end date of your contract with the loPPN. Note that R&D will not extend a research passport beyond the end date of a researcher's loPPN contract end date, or the end date of the research project, whichever is the earlier date.