

The Research Passport

The Research Passport provides a mechanism for pre-engagement information about a researcher to be shared with relevant NHS organisations in which the applicant will be conducting research. See [Research Passports](#) which includes instructions for completing the Research Passport Form.

The three key elements of the Research Passport are

- Disclosure and Barring Service checks (previously Criminal Records Disclosures)
- Employment/student screening
- Occupational health assessment

Who needs a Research Passport?

The NHS Trust in which you plan to conduct your research will decide whether or not you need to use the Research Passport system to apply for a letter of access or honorary contract.

You will **not** need a Research Passport 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
- 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

If you do **not** fall in the categories above, you **may** need a Research Passport. See [further details](#) of checks required.

The Research Passport is the enabling document to apply for a letter of access to conduct your research. Once the form has been authorised by one NHS organisation it becomes a valid document that you can take to other NHS organisations to apply for a letter of access in those Trusts.

A Research Passport may be project-specific or may be valid for a period of three years for a number of projects.

How do I get a Research Passport?

The R&D office of the NHS Trust will determine whether or not you need a Research Passport. You should contact them at least 6 weeks before you plan to begin your research in the Trust to allow sufficient time for the procedure.

If the Trust decides that you require a Research Passport you should complete Sections 1-3 of the [Research Passport Form](#) and forward the form to the appropriate person (line manager for staff, academic supervisor for students). Once Section 4 has been completed the researcher must forward the document to the appropriate person for processing the pre-engagement checks as detailed on the form. For members of staff, Human Resources will deal with applications for all Research Passports. Contact HR Helpline HR@uwe.ac.uk. For student Research Passport applications, please contact [Leigh Taylor](#) for further details.

The completed and authorised Research Passport allows the Principal Investigator to apply for permission to conduct the research in the NHS organisation. It does not remove the need to apply to the NHS organisation for permission to undertake the project nor does it replace the need to apply for ethical review through the NRES system.