

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

The Research Passport is a system for issuing Honorary Research Contracts (HRCs) or Letters of Access (LoA) to Higher Education Institution (HEI) researchers who need to undertake their research within the NHS.

This system promotes consistency across the NHS, saving time and resources by relying on existing pre-engagement checks and assurances from substantial employers.

### **Why do I need to complete a research passport application?**

You will be required to complete a Research Passport application if NHS Lothian is not your substantive employer and you are conducting research in NHS Lothian where;

- Your research will have a direct impact on patient care,
- You will have access to identifiable patient information,
- You will have indirect contact with patients/service users e.g. telephone interviews,
- You wish to access "with consent" identifiable patient data, tissues or organs with likely direct bearing on the quality of their care.

### **How do I determine whether I need an HRC or a LoA?**

NHS Lothian will determine whether an HRC or a LoA is required.

### **Where can I find the Research Passport application form?**

<https://www.nihr.ac.uk/about-us/CCF/policy-and-standards/research-passports.htm>

### **What else do I need to supplement the Research Passport application form?**

In addition to completing Sections 1-6 of the form, including a signature from the researcher and HEI Human Resources department, you will need to submit;

- Disclosure or PVG scheme membership
- Occupational Health Check Certificate
- Health Questionnaire (if no Occupational Health check has been completed)
- Dated Curriculum Vitae
- Good Clinical Practice (GCP) training certificate (if research is a Clinical Trial of an Investigational Medical Product - CTIMP)

### **Who do I need to contact in NHS Lothian?**

Please submit your completed form and documents to [accord@nhslothian.scot.nhs.uk](mailto:accord@nhslothian.scot.nhs.uk), and we can support you through this process.

NOTE: For University of Edinburgh employees and students, the application should be submitted via the University's HR department or school registry department.

### **Do I need to re-apply if I am working on a new project?**

No. Amendments to the Research Passport application need to be documented in the Passport Appendix table of the form. Each amendment will need to be signed by NHS Lothian. Examples of when you will need to amend your Research Passport application include;

- Change from project-specific to multi-project
- Change to Research Project end date or extension to substantive employment contract
- Change to research activities
- Change to substantive employer of researcher

### **When is a Research Passport application not required?**

If the Researcher holds a substantive employment contract or honorary clinical contract with another NHS organisation, they are not required to complete a Research Passport application, and must complete a NHS to NHS pro-forma on letterhead of the Board or Trust where the individual is employed, and submit this to the ACCORD office ([accord@nhslothian.scot.nhs.uk](mailto:accord@nhslothian.scot.nhs.uk)).

### **How long is the approved Research Passport form valid for?**

Three years.