NEW RESEARCH PASSPORT - APPLICATION PROCESS
Including renewals after 3 year expiry

Points at which it should be determined that a RP is required:
1. Researcher named on grant application
2. Preferred candidate at interview
3. Studentship status confirmed
4. Existing member of staff/student starting a new project

If required, researcher completes and returns DBS application form to the Compliance Team/Student Administration and Records Office

If required, researcher contacts OHS to request relevant questionnaire and returns it to OHS in confidence. S/He also books appointment for OHS check if required

Researcher completes RP form sections 1-3 and passes to HoD, line manager or supervisor.

HoD, line manager or supervisor completes section 4

RP form sent to HR (Katherine Willcox for Clinical School (or RP clinic), Irene O'Flynn for Technology, Tracy Brooks for Biological Sciences) or the Board of Graduate Studies (Sarah Pickard) together with relevant evidence

HR/the Board of Graduate Studies reviews RP form and evidence provided and liaises with the Researcher and/or Departmental Administrator for any additional information required

HR/the Board of Graduate Studies contacts the compliance team/Student Administration and Records to check that DBS has been completed.

OHS confirms OH clearance to HR/the Board of Graduate Studies and researcher

These stages should be followed simultaneously

Honorary Research Contract or Letter of Access issued to researcher

Copy sent to HR who shares with Departmental Administrator

KEY
RP = Research Passport
DBS = Disclosure and Barring Service
OHS = Occupational Health Service
HoD = Head of Department