

SCHOOL

RESEARCH OFFICE

HR/STUDENT OFFICE

Researcher refers to NIHR Research Passport Algorithm to determine which supporting documents are required for an NHS Research Passport application.

If required by NIHR guidance researcher:

- completes a LU Research Passport Occupational Health (OH) Questionnaire and submits to OH. Researcher contacts OH to discuss screening.
- contacts HR (staff)/Academic Registry (students) to apply for DBS check.

Researcher completes NHS Research Passport application form section 1 to 3 and passes to line manager or supervisor.

Line manager/supervisor reviews CV and training needs, takes appropriate action on any training needs and completes section 4 and returns to researcher.

Researcher submits completed NHS Research Passport application form to LU Research Governance Officer along with OH approval and DBS disclosure if required.

Researcher Submits NHS Research Passport application form to relevant NHS R&D Office with copy of CV, DBS disclosure certificate and evidence of OH clearance as appropriate.

Loughborough University NHS Research Passport Application Process

[NHS Research Passport Application Form and further guidance](#)

[The Research Passport Algorithm of Research Activity and Pre-Engagement Checks.](#)

LU Research Passport Occupational Health Questionnaire available at: <http://www.lboro.ac.uk/services/health-safety/forms/>

LU Research Governance Officer, Research Office, Hazlerigg Building, Loughborough University
Email: researchpolicy@lboro.ac.uk

Research Governance Officer submits the NHS Research Passport application form and supporting documents for signature to HR (staff) or relevant Student Office (PGR/PGT/UG students).

HR or relevant Student Office complete Section 5 and liaises with School and/or researcher for additional information.

Research Governance Officer records application and returns approved NHS Research Passport application form to researcher.

HR or relevant Student Office signs NHS Research Passport application form and returns to Research Governance Officer.