|  |
| --- |
| **Research Passport Checklist** |
| **Applicants Name:** |  |
| **R&D Number:** |  |
| **Received:** |  |
| **Type:** | **[ ]  New Appointment [ ]  Extension [ ]  Amendment**  |
| **Documents:** | **[ ]  CV [ ]  Disclosure [ ]  Occ. Health [ ]  GCP**  |
| **Required:**  | **[ ]  HRC [ ]  LoA [ ]  NHS to NHS [ ]  Sign-off only**  |
| **Study End Date:** |  |
| **Contract End Date:** |  |
| **Passport End Date:** |  |
| **Date HRC/LoA Valid to:** |  |

|  |
| --- |
| **Research Passport Application** |
| **Consideration** | **Response** | **Details and Actions** |
| **Section 1** *Is this complete?* | **[ ]  Yes [ ]  No [ ]  N/A** |  |
| **Section 2** *Have the details of the project been correctly completed? Project-specific / Multi-project? End date? NHS Lothian?* | **[ ]  Yes [ ]  No [ ]  N/A** |  |
| **Section 3** *Has this section been signed by the researcher?* | **[ ]  Yes [ ]  No [ ]  N/A** |  |
| **Section 4***Does question 7a match question 8 (section 5)?* | **[ ]  Yes [ ]  No [ ]  N/A** |  |
| **Section 5***Is a contract end date applicable?* | **[ ]  Yes [ ]  No [ ]  N/A** |  |
| **Section 6** *Is this complete and are documents present?* | **[ ]  Yes [ ]  No [ ]  N/A** |  |
| **Approvals** |
| Line Manager contacted? | **[ ]  Yes [ ]  N/A** |
| Line Manager sign-off received? | **[ ]  Yes [ ]  N/A** |
| PI contacted? | **[ ]  Yes [ ]  N/A** |
| PI sign-off received? | **[ ]  Yes [ ]  N/A** |