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| --- | --- |
| **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** |