Flowchart 3: What to do with the completed Research Passport Form

HR completes Section 5 and returns the Research Passport Application Form to the sender

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Researcher completes Section 6 and sends the Research Passport Application Form (and any required supporting documents) to the **LEAD*** NHS organisation only for validation

*Please do not send the completed Research Passport Application Form to multiple NHS organisations at once

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NHS organisation sends the validated Research Passport Application Form back to researcher plus a letter of access or honorary contract for their site*

*There is no need to send copies of these documents to HR

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If the researcher will work with multiple NHS organisations or on multiple projects at the same time

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Project-specific Research Passport
Researcher sends the validated Research Passport Application Form to additional organisations listed in Section 2, Q5 and they will then issue a honorary contract or letter of access for their site.

Multi-project Research Passport
Researcher sends the validated Research Passport Application Form to additional organisations listed in the Appendix and they will then issue a honorary contract or letter of access for their site.