

GUIDANCE FOR OBTAINING AN HONORARY RESEARCH CONTRACT

APPLICATION FORM

- Page 1, Section 1: to be completed by the applicant. Please ensure two referees are noted. References should be obtained prior to submitting the form to R&D. If preferred, the R&D department can obtain the references but please inform us if you would like this to be done.
- Page 2: to be completed by the applicant.
- Page 3, Section 2: to be completed by the applicants' current line manager or academic supervisor.
- Page 4, Section 3: can be completed by the applicant. Please note that all researchers are exempt from the £230 fee **if** they are required by their substantive employer to carry out the research at the Addenbrooke's site.
- Page 5, Section 5: to be signed by the SDU Director – please see notes on the form for alternative signatories accepted.
- Page 6, Section 7: to be completed by applicant. It is presumed that all patients are vulnerable.
- Once the form is completed obtain signatures at section 5 and then sent to R&D.
- All documentation (including the sealed occupational health form and the CRB check, if applicable) must be sent to R&D first.
- If it is more convenient please send us your occupational health and CRB Check form whilst waiting for the application form to be signed, as we are aware that this part can sometimes be delayed.

OCCUPATIONAL HEALTH QUESTIONNAIRE

Details for front page:

Department – Please list the departments you will be working in as part of the research study.

Manager – the person named here will receive the clearance from occupational health. It is advisable to note either a collaborator on the study, your line manager or someone else who will be able to let you know that clearance has been received.

Queries about the Occupational Health form or the clearance received should be referred to Occupational Health on **01223 216767 (ext 2767)**.

CRB CHECK FORM

- should be completed if you will be coming **into contact with patients**
- should be completed if have not had a CRB check completed in the last **6 months**
- Sections E and F do **not** need to be completed.

- Section X can be completed by anyone as long as the applicant is present and they can witness the original evidence of identity.
- Section Y will be completed by Personnel and can be left blank.

Please ensure that you **read the guidance booklet** enclosed with the form carefully as a **wrongly completed form** can result in further **delays and a cost** being incurred by the applicant.

Queries about the CRB check form should be referred to the Recruitment Dept on **01223 217038 (ext.3038)**.

* * *

THE R&D DEPARTMENT MUST RECEIVE:

1. A completed application form
2. A completed Occupational Health Form (in sealed envelope provided) – if applicable
3. Proof of Identification (passport or photo driving licence)
4. Completed Criminal Records Bureau (CRB) check form or the original copy of a Disclosure issued for you in the last six months (if applicable).
5. Proof of current address (if a CRB check is required).