

HONORARY CONTRACT RENEWAL FORM (FOR R&D AND GENERAL APPLICATIONS)

Section 1: To be completed by the sponsoring manager:

Applicant's full name	
Department & Box No:	
Date original contract issued:*	
Renewal start date	
Renewal end date	
Reason for the renewal request	
Have the duties changed?	Yes/No If yes, please provide details below

Please refer to the Honorary Contract policy and procedure for details of the administration fee and exemptions. If you feel this application meets the criteria for exemption from this fee please tick the relevant box below and provide details

Exempt Category	Please tick	Please provide details
Non-medical staff whose substantive employment with another organisation/NHS Trust requires them to undertake their duties at Addenbrooke's		
Student on a recognised vocational work placement		

For R&D Renewals complete section 2
for general honorary contract renewals complete section 3

*If the honorary contract was issued prior to March 2006 please submit a new application form in addition to this form. It may be necessary to carry out the full range of pre-employment checks before a renewal can be authorised. If this is necessary there will be no increase in the standard contract renewal fee. Please contact Recruitment for advice.

Section 2: R&D Renewals

Sponsoring SDU Director[†] name:		
Department & Box No:		
E-mail address		
Signature:	Date:	
Principal Investigator name:		
Signature:	Date:	
Head/Director of Department or Unit of the research is based outside the NHS		
Name:		
Position:		
Department:		
Address:		
Signature	Date:	
Please submit the completed form to the R&D Office, Box 146		
For R&D Office use only	Seen and checked by:	Date:

[†]If the research is undertaken in the Clinical Research Facility (CRF) the Wolfson Brain Imaging Centre (WBIC) or the MRC Epidemiology Unit and it is not aligned to an SDU, responsibility for research governance may rest with the Clinical Director of the CRF, the Director of Research of the WBIC or the Head of the MRC Epidemiology Unit in their capacity as substantive or honorary contract holders, and they may act as the Sponsoring Manager.

Section 3: General Honorary Contract Renewals
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Sponsoring Departmental Manager name:		
Department & Box No:		
E-mail address:		
Signature:	Date:	
Please submit the completed form to the Recruitment Department, Box 184		