

**CONFIDENTIAL**  
**UNIVERSITY OF GLASGOW**

**CHECKLIST FOR HOME OFFICE LICENCE APPLICATIONS**

**Please note:**

All new **Project Licence** applications and applications for amendments to **Project Licences** are subject to the University's Ethical Review Process. See **pages 1 and 2** of this checklist.

All new **Personal Licence** applications and applications for amendments to **Personal Licences** must be processed through the Director of Biological Services and the Court Office. See **page 3** of this checklist.

The completed checklist must be affixed to every application. Please type.

<b>Name of Applicant:</b> _____
<b>Department:</b> _____ <b>Telephone Number</b> _____
<b>Email address:</b> _____

**SECTION A**  
**PROJECT LICENCES**

<p><b>i) For <u>NEW</u> Project Licence applications only</b> The new Project Licence application must first be discussed with and approved by your Planning Unit's Research Committee Convener/Director of Research/Director Beatson Institute as applicable</p> <p>I confirm that the attached application for a new Project Licence is approved</p> <p>Signature _____ Research Committee Convener/Director of Research/Director Beatson Institute</p> <p>Name (please print): _____ Date _____</p> <p><b>ii) For <u>ALL</u> Project Licence applications and amendments</b> Please identify the proposed source(s) of funding for the work to be carried out under the Project Licence.</p> <p><b>(iii) For <u>ALL</u> Project Licence applications and amendments</b> Will this application have any links with other institutions?  Yes/No  If Yes, please specify the institution and where it is based</p> <p><b>(iv) For <u>ALL</u> Project Licence applications and amendments</b> Please now complete the summary section overleaf</p>
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**SECTION B**  
**PERSONAL LICENCES**

**To be completed by all Applicants**

Please confirm that this new application/application for amendment/renewal has been discussed with the Director of Biological Services

Yes

No

If No, please give reasons

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please now forward the completed checklist to the Director of Biological Services, together with

- i) the application form (including sections 13-15 in duplicate) for a Personal Licence **and** your training course certificate(s) if you are applying for a new Personal Licence; or
- ii) the application form for change(s) to a Personal Licence **and** your original Personal Licence if you are applying for an amendment to a Personal Licence. **Please note: in addition**, if changes are requested to Sections 13-15 of the Schedule attached to your Personal Licence, please also complete (in typescript) questions 13-15 of a fresh application form to include the changes requested and submit in duplicate.

**To be completed by the Director of Biological Services**

I confirm that this Personal Licence application has been discussed with Biological Services

Signed: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Court Office**

I confirm that this Personal Licence application has been seen and approved by the Certificate Holder.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_