BACKGROUND CLEARANCE FOR PROJECTS
CONDUCTING RESEARCH OUTSIDE OF TENNESSEE

Purpose: Personnel involved in research outside of Tennessee may receive clearance via that state's background clearance requirements. The Background Clearance Officer will evaluate numerous factors to determine background clearance for vendors, contractors, etc. whose Peabody activities cause them to have direct contact with children and/or vulnerable adults outside of Tennessee.

Applies to: This policy applies to projects or portions of a project conducted outside of Tennessee by Non-TN personnel on behalf of Vanderbilt/Peabody.

Affected persons: Faculty, staff, students, contractors, consultants, fulltime or part time working on behalf of a Peabody project

Procedure: The project director, AO, PI, or designee should request in writing (email is acceptable) Non-TN clearance for specific individuals. This request must include the following information.

• Background clearance requirements for the state in which work is being conducted. Please provide a link to the website showing the requirements.
• The type of background clearance required
• When background clearance is required
• Requirements for reporting new infractions/arrests to the school system, child caring agency, or other entity where the research takes place.
• Re-printing requirements (i.e. when an arrest or conviction has occurred after the Initial fingerprinting was completed.
• A brief description of the duties of the person for whom the request is being made
• A letter from the research entity that states the person has met all background clearance requirements and has been given access to their organization to participate in the project.

Please note background clearance is provided on a case by case basis. It is the responsibility of the PI and/or departmental designee to contact the Background Clearance Officer when research using Vanderbilt personnel will be conducted outside of Tennessee. Without proper background clearance approved by the Peabody Background Clearance Officer vendors, contractors, etc. will not be allowed to proceed with performing Peabody activities/work.