

Please email the following information to STLVAResearchAppointments@va.gov at least 90 days prior to employee's anticipated start on the VA study. NOTE: A VA Paid Appointment may take >90 days if a new Position Description (PD) must be approved.

1. Name of employee:
2. Is employee a US Citizen? YES NO
 - 2a. If no, are they Permanent Residents (green card holder) or visa holders? If visa, what kind of visa? H1b, J1, etc.:
H1b visa holders CANNOT receive a WOC; J1 visa holders may not be eligible and will require further review.
3. What type of appointment? WOC IPA VA Paid Appointment
4. Requested start date of IPA, WOC, or VA Appointment (MM/DD/YYYY)(cannot be < 90 days from the date of the receipt of all information on this form for IPA or WOC); VA Paid Appointment may take >90 days if a new PD must be approved).
5. ePromise # of the study/studies the employee will be working on:
6. Regulatory committee(s) approving the study/studies (IRB, SRS, IACUC):
7. Names and email address of the person completing IRBNet submissions for this study:
8. Position Title on the VA study (*biostatistician, etc – title usually aligns with what is in the budget justification*):
9. List the major duties and responsibilities to be performed:
10. Will the employee need to access VA secured facilities? YES NO
11. Will the employee need to access VA sensitive data? YES NO
 - 11a. If yes, will the employee need access to VINCI? YES NO
12. Will the employee be drawing blood or handling specimens? YES NO
13. Will the employee be shipping specimens or blood? YES NO
14. Will the employee be working with animals? YES NO
 - 14a. If yes, please specify all the different types of animals:
15. Please attach the employee's CV/resume.

***If employee will be on an IPA, continue on to answer Questions 16a-16h.
If on a WOC or VA Paid Appointment, STOP HERE.**

16. If IPA, please answer the following questions:

16a. Is employee a student? (*students CANNOT be on IPA*) YES NO

16b. Level of effort ____% :

(If you are aware of an upcoming change in effort, put the dates and corresponding effort levels for that change as well. (i.e. Start 10/1/23 at 10% effort; then increase to 25% effort on 1/1/2024 for the remainder of the IPA.)

16c. Does this individual have effort on any other VA study? (whether supported by funds or unsupported) YES NO

If yes, list PI:

16d. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments: *ie. Dr. Smith has been awarded a VA Merit which requires the services of a biostatistician.*

16e. Indicate how the employee will be utilized at the completion of this assignment:

16f. Name and email address of person invoicing the VA from the university/affiliate:

16g. Name and email address of person drafting IPA at university/affiliate:

16h. Attach documentation of at least 90 days of employment prior to IPA and that the employee is NOT on a time-limited appointment in the form of a formal offer letter or an attestation memo.

**If there is an end date on the letter or memo, the employee CANNOT be on an IPA.*