

VA Research Appointment Requirements

Welcome! All VA paid and non-paid (WOC) employees are asked to complete the appropriate items, consistent with VA regulations, prior to receiving keys or Proxcard access to VA research areas, accessing patient medical files for research, and/or participating in VA research projects.

Once ALL items applicable to the work the individual will be performing have been completed, checked off and the form signed by the Principal Investigator (PI) and employee the paperwork should be scanned and emailed to email to: VHAPOR-ResearchWOC@va.gov, or let us know if there is any question.

I. Contact Information

- Resume/CV (Required)
- [Contact Information Form](#)
- [Education Verification Form](#)

II. Training Modules - Open attached links below to trainings. Submit copies of your training certificates to the R&D Office with your completed packet.

- Only if you will have access to VA research areas, [General Safety Training Module](#) - PRINT CERTIFICATE
- Only if you will work in VA "wet" lab (includes biospecimen processing), [Lab Safety Training](#) - PRINT CERTIFICATE
- Only if you will work in VA lab licensed for radioactivity [Radiation Safety Training](#) - PRINT CERTIFICATE
- Only if you will work on VA human research, [CITI Basic Course in Protection of Human Subjects](#) - PRINT CERTIFICATE
- If you plan to work with animals, [see R&D web site](#) – FOLLOW INSTRUCTIONS ON WEBSITE

Note: If you are requesting a Without Compensation (WOC) appointment, you will be asked by email to create a Talent Management System (TMS) account within 7 business days (not beforehand) of the paperwork being turned into the Research Office for processing.

III. Laboratory and Animal Research: Skip to item IV if not working in a wet lab or with animals.

- [Scope of Work for Animal/Laboratory Study Staff](#)

IV. Intellectual Property Agreement (Must be completed by any individual who is a Research WOC applicant, Fellow, Resident, Post-Doc or has a WOC appointment with another service.)

- [Intellectual Property Agreement](#)

V. Without Compensation (WOC) Appointment

A PI wishing to hire non-US citizens must contact the Research Office before proceeding with request.

- N/A; Not Applying for WOC Appointment

Please attach CV/Resume (Required)

- [OF-306](#)
- [I-9](#) (Only complete Section 1 up to and including signature.)

Applicants under age 18:

- [Parent/Guardian Consent for Emergency Treatment](#)
- [Parent/Guardian Consent for Fingerprint & Physical](#)
- [Parent/Guardian Consent for Access to R&D Space](#)
- Parent/Guardian Email Address Required:**

(please print email address above)

**** PI Assurances:** I take responsibility for training this employee in all necessary areas, including knowledge of the protocol(s) on which they will work and safety in the conduct of their job.

Employee Name _____
(please print)

PI Name _____
(please print)

Employee Signature

PI Signature