Title of Research Study:

Principal Investigator:

MIRB#:       (*Leave blank for initial Submissions*)

Type of Research *(check all that apply):* [ ]  Human Subjects [ ]  Animal Research [ ]  Lab Research

Instructions:

1. Complete Table I for research personnel who participate in research at VAPHS or in VA leased space.
	1. Each individual listed in Section I must have a VA appointment, either VA-paid or working without compensation (WOC). New personnel must apply for an appointment with the Research office.
	2. Current Research personnel must have a current VA Pittsburgh Healthcare System Research Scope of Practice Statement on file in the Research office. If the researcher’s duties and responsibilities for the project OR the supervising PI has changed, a new Scope of Practice must be submitted to the Research office
	3. All Research Staff are required to complete specific training requirements. These requirements must be satisfied before the staff person can be added to the project. Submissions that include individuals who have NOT satisfied training requirements will not be processed. Click here for the complete listing of [VAPHS Training Requirements](http://www.pittsburgh.va.gov/Research/docs/Training-Requirements.pdf)
2. Complete Table II for those staff for who you are requesting an exemption from training, education verification, credentialing, and Authorization. A Request for Exemption form must also be submitted for each person listed in Table II.

#### I. VAPHS Research Personnel

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  Is this researcher |
|  | **Researcher** | **Degree1** | **Role in Project2** | E-mail Address | # of hours per week devoted to this project | **# of hours per week spent at VAPHS3** | **Enrolled in the Animal Exposure Preventive Medicine Program?4** | **Working with Ionizing Radiation at VAPHS?5** | **Working with biological hazards at VAPHS?6** | Shipping biological hazards?7 | Working with chemicals at VAPHS?8 |
| **1** |  |       | A |  |  |  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  |
| **2** |  |       |  |  |  |  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  |
| **3** |  |       |  |  |  |  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  |
| **4** |  |       |  |  |  |  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  |
| **5** |  |       |  |  |  |  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  |
| **6** |  |       |  |  |  |  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  | **[ ]** Yes  |

1List all degrees obtained by each individual beyond a high school diploma.

2A=Principal Investigator; B=Co-investigator, C=Coordinator/Project Manager, D= Other Staff/Consultants. FOR HUMAN RESEARCH STUDIES: If no coordinator is identified, the PI will be responsible for fulfilling the IRB educational requirements for coordinators.)

3 Based upon a 40 hour work week.

4Personnel that have contact with animals (live or dead), their viable tissues, body fluids or wastes **must be** enrolled in the VAPHS Animal Exposure Preventive Medicine Program or in a comparable program (provided that the alternate program meets VAPHS requirements). Contact Beth Toth in the Research Office, 412-360-2382 for information on enrolling in the program.

5 Staff working with Ionizing Radiation must complete the VAPHS Research Radiation Safety Training annually. Please contact Stephanie Partee at 412-360-2386 for course information. Staff directly operating fluoroscopic imaging devices must possess current VAPHS fluoroscopy credentials. Contact Mitch Belanger, Radiation Safety Officer at 60-3221 for a credentialing packet.

6Staff working with biological hazards must complete the Bloodborne Pathogens Training annually which can be accessed at: <https://www.tms.va.gov>

7Staff shipping biological hazards must complete the Safe-T-Pak training every two years. Please contact Stephanie Partee at 412-360-2386 for access to the program

8Staff working with chemicals at the VAPHS must complete the Global Harmonization System (GHS) training. Please contact Dana Roolf at 412-360-2842. Title of Research Study:

**II. Exempt Personnel (NOTE: Exempt status can only be requested for personnel working on Human Subjects Research)** Exempt staff may include investigators based at other institutions that do not have access to VAPHS patients or their individually identifiable information, members of data safety boards, technicians who perform routine clinical tests on Human specimens.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Researcher** | **Role in Project1** | E-mail Address | # of hours devoted to this project |
| **1** |       |       |       |       |
| **2** |       |       |       |       |
| **3** |       |       |       |  |
| **4** |       |  |       |       |

1A=Principal Investigator; B=Co-investigator, C=Coordinator/Project Manager, D= Other Staff/Consultants.