**ATTACHMENT B**

VAPHS Research & Development Office

**VAPHS REQUEST FOR STAFF ACCESS to RESEARCH SECURED AREA**

1. PURPOSE: To formally request access for Investigator’s employees and staff to Research Secured Areas.

2. POLICY: The information requested in this document must be supplied via submission of this form or email before access to the secured area(s) will be considered.

3. RESPONSIBILITY: It is the responsibility of each Investigator to formally identify the staff that must have access to the secured area in order to complete their research-related duties.

4. PROCEDURE: The Investigator submits the information requested to Dana Roolf via this document (Building 30 room 1A126, 151U or email to [Dana.Roolf@va.gov](mailto:Dana.Roolf@va.gov) ). NOTE: Individual Researcher completion of “Application for Access to Research Secured Area” may also be required.

5. REQUESTED INFORMATION:

**Investigator making request**:

| **INDIVIDUAL** | **Building/room** | **Days/Hours** | **Animal Research Facility Days/hours** |
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**Typed Name:**

**Signature of Investigator Making Request:**

**Date:**