**Instructions for Requesting an Intergovernmental Personnel Act (IPA) Appointment**

An IPA has two components:

1. VA appointment that allows the person to engage in VA research.
2. Financial mechanism that allows us to use VA funds to reimburse salary costs to an employee of UF or NFFRE.

**Eligibility**

*Eligible*: NFFRE research employees, UF TEAMS employees (regular staff), UF faculty, UF post-doctoral associates. An IPA applicant must be employed by their non-VA organization for 3 months prior to being eligible for an IPA. Therefore, the effective date of an IPA agreement cannot begin any earlier than the 3-month employment date. But the paperwork process can begin earlier.

*Not Eligible*: UF OPS (“Other Personnel Services”) positions are temporary and not eligible for IPAs. Administrative positions are not eligible. Students are not eligible, including graduate and undergraduate students.

**Supervisor Instructions:**

The supervisor (Principal Investigator) should complete the form on the next page. Review and follow all instructions.

* Copy and paste the information shown in the gray box (next page) into an email.
* Fill out each field and send the email to [Michael.Merritt@va.gov](mailto:Michael.Merritt@va.gov) and [Margaret.McCallum@va.gov](mailto:Margaret.McCallum@va.gov).

The email subject line should be: **New IPA Applicant: (LName)**

* Submit only one applicant per email and **do not include the applicant on the email.**
* Applicant will receive a “Welcome” email; supervisor will be copied as notice that the process has begun.
* This form will get the process started, but we will soon ask for additional information from the applicant. Please work with the applicant to prepare/obtain the following documents:

CV/resume: include a list of related job duties for prior positions held, if applicable.

Clinical License: only if applicable

2 ID Requirement:2 IDs are required for background check, obtaining PIV badge, employee occupational health, and Human Resources. Examples of commonly used IDs:  Driver’s License, Social Security Card, Birth Certificate, and Passport.  Non-US citizens also need U.S.A. work authorization documents and IDs. VA does not accept the H1B Visa.

Ensure that students are aware of the 2 ID requirement.Many students do not have 2 IDs in their possession because at least one ID is in safe keeping with, for example, their parents.

**New Applicant Information**

**-Name:**

**-Degree/Credentials (if applicable):**

**-Email:**

**-Primary position/employer (including department, if applicable):**

**-Primary position supervisor:**

**-Primary position administrative contact:**

**-IPA Position Title: \_\_Assistant \_\_Coordinator \_\_Investigator \_\_Other (describe)**

**-Is the IPA applicant currently working on a VA contract or WOC agreement?: \_\_Yes \_\_No \_\_ I don’t know**

**-VA Work Site Location (be as specific as possible):**

**-Job Duties (use lay terms). Edit the following paragraph as appropriate, and try to stay under 300 words.**

The employee’s duties will include \_\_\_\_\_\_\_ (x% of time), \_\_\_\_\_\_\_\_ (y% of time), and \_\_\_\_\_\_\_\_\_\_ (z% of time). These duties will include working with human subjects, human remains/biospecimens, clinical patients, patient medical records with private information, de-identified patient records, live animals, animal remains/biospecimens, chemicals, etc. [include only the items that apply, and provide additional detail that aligns with job duties]. The work setting will be a research lab, patient care clinic, animal research facility, private office, etc. located at Malcom Randall VAMC, University of Florida, etc. [include only the items that apply, and provide additional detail that aligns with job duties] The physical demands of the position include seated office work on a computer, bending and lifting objects less than 10 pounds, reaching overhead, prolonged period of standing, walking for up to 15 minutes at a time, etc. [include only the items that apply, and provide additional detail that aligns with job duties] The employee will/will not work with chemicals for the purpose of \_\_\_\_\_\_\_\_\_. VA computer access will/will not be required for the purpose of \_\_\_\_\_\_\_\_\_.

*[NOTE: If the applicant is working under a VA contract or WOC agreement, they should not simultaneously hold an IPA appointment.]*

**Principal Investigator**

**PI Name and Credentials:**

**Alternate Contact Name:**

**Research Service Division: \_\_Research Core \_\_Brain Rehab Research Center**

**Preferred Dates of IPA: Beginning \_\_\_\_\_\_ Ending (if known) \_\_\_\_\_\_**

**Funding Source for IPA:**

**Study Information – Highlight below as appropriate**

**Research Areas (highlight all that apply) Database Human Animal Chemical**

**Will applicant work with Liquid Nitrogen? Yes No**

**Will VA computer access be required? Yes No**