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

The supervisor (Principal Investigator) should complete this form. Review and follow all instructions.

**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)**

**-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 \_\_\_\_\_\_\_\_\_.

**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**

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

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

* Copy and paste the information shown in the gray box above 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.
* **The form above 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**

**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.