**Instructions for Requesting a “Without Compensation” (WOC) Appointment**

**When is a VA appointment needed?**

A VA appointment (paid, WOC, or IPA) is required for anyone who is engaged in VA research. Being engaged in VA research is broadly defined as taking part in activities that are listed within a VA study protocol that has been approved by an IRB, IACUC, and/or the Subcommittee on Research Safety (and subsequently by the VA Research and Development Committee). A VA appointment is also required for anyone who is working in VA space, VA computer systems, accessing VA sensitive data, or serving as an investigator\* on a study. While this definition encompasses most research activities, not everything requires a VA appointment. For example, some things that might not require a VA appointment are:  analyzing de-identified data sets, writing an article, writing a grant proposal, creating figures and illustrations, study start-up activities (preparing forms, etc.), and intellectual collaboration such as attending meetings. Please reach out to the Research Office with any questions.

*\*Collaborators who provide knowledge/expertise but do not directly engage in the research should be called consultants rather than investigators. This may avoid the need for the person to hold a VA appointment.*

**Supervisor instructions:**

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

* Copy and paste the information shown in the green 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 WOC 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.

Two professional references: References must come from people who have observed the applicant’s work performance. This may be a current or former supervisor, professor, coworker, etc.

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:**

**-US Citizen: \_\_Yes \_\_No If No, what visa type?**

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

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

**-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 an IPA agreement, they should not simultaneously hold a WOC appointment. Furthermore, a WOC appointment may not be needed if the applicant does not require access to VA space or VA computer network. Please contact Research Service for guidance if unsure.]*

**Principal Investigator**

**PI Name and Credentials:**

**Alternate Contact Name:**

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

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

**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**