



Iowa City VA Health Care System
Research & Development

Checklist

Researcher _____

Team Leader/PI _____

Desired Start Date _____

All Researchers must complete the following:

Format	Project / Task	Instructions	Attachment OR Link	Date Completed
Online Training	VA Privacy and Information Security Awareness and Rules of Behavior #10176	Create a New User & Self-Enroll online at TMS.	TMS Website	
Online Training	VHA Privacy HIPAA #10203	Reference New User cheatsheet & Reference Guide	TMS New User Cheatsheet	
Training Form	Safety & Research Orientation	Print, sign & return page 1	Safety/Orientation Guide	
Form	Without Compensation (WOC) Agreement ¹	Print, sign & return	WOC Agreement letter	
Form	Functional Category Form (HIPAA) – VA Form 10-0530	Complete, sign & return page 20 Refer	Form 10-0530 Appendix E	
Form	Resume or Application for Federal Employment (OF 612)	Send electronic copy of resume or Complete OF612, sign & return	Optional Form OF 612	
Form	Declaration for Federal Employment (OF 306)	Complete, sign & return pages 2-3 Required for your background investigation	OF 306	
Form	Intellectual Property Agreement	Complete, sign & return	Intellectual Property Agreement	
Form	Scope of Practice Specific to the type of research conducted	Complete applicable Scope of Practice sign page 3 & return	Scope of Practice Animal / Bench / Human Subjects*	
Go to	VA Human Resources for fingerprinting	Complete & return to Human Resources Required for a background check	Electronic Fingerprint Sheet	
Go to	VA Human Resources for Personal Identity Verification (PIV)Badge	Complete, sign & return. Required for VA ID badge	PIV request form	
Form	For all Non U.S. Citizens, you must attach a copy of your Passport or Visa and, one of the following: Employment authorization ID card, I-94, or your I-20. This is MANDATORY.			

Personnel involved in Human Subjects * Research must also complete the following:

Format	Project / Task	Instructions	Attachment OR Link	Date Completed
Online Training	Collaborative IRB Training Initiatives (CITI) training	Register as a New User online at CITI Reference Step by Step instructions	CITI Step by Step Instructions CITI website	
Form	Verify Education/Licensure	Print, complete & return	Education Verification Form	
¹ Without Compensation (WOC) are individuals who perform various research and training-related duties without any direct monetary compensation from the Department of Veterans Affairs. These types of appointments include but are not limited to fellows, residents, university employees, students or scientists who are not compensated by the VA for their employment.				

