

## Request for NEW Research Collaborator (Clinical & Non-Clinical)

**Definition:**

- **Research Collaborator (Clinical)** is a non-NIH employee or trainee, employed by or associated with an outside organization, who performs clinical research or rotations at or for NIH pursuant to an agreement (e.g., individuals on a CRADA or other types of agreements)
- **Research Collaborator (Non-Clinical)** is a non-NIH employee or trainee, employed by or associated with an outside organization, who performs non-clinical research or rotations at or for NIH pursuant to an agreement (e.g., individuals on a CRADA or other types of agreements)

**Documents Required:**

- Completed NIH Form 829-1, Parts I & II ([http://dis.ors.od.nih.gov/forms/01\\_forms.html](http://dis.ors.od.nih.gov/forms/01_forms.html))
- Documented Research Collaboration/Agreement (*check one box below*):
  - If Research Collaborator (Clinical) participating in an elective rotation: Copy of the “Program Letter of Agreement (PLA) for NIH Elective In-Rotations”
  - If Research Collaborator (Non-Clinical): Statement from the Administrative Officer that an agreement is in place. Note that a copy of the actual agreement is not necessary; DIS just needs verification that one is in place
- CV and Bibliography
- Copy of highest earned degree (for NIH-sponsored J-1, minimum degree required is a Master’s or equivalent)<sup>1</sup>
- Evidence of funding, if Collaborator requires NIH J-1 sponsorship<sup>2</sup>
- Copy of passport biographical page for Collaborator **and** each dependent (including passport expiration date)
- If currently in the US:
  - Copy of current Form I-94 for Collaborator **and** dependents
  - Copy of most recent visa for Collaborator **and** dependents, if available
  - Copy of immigration documents (see below)

<sup>1</sup> Include certified translation of all foreign language documents

<sup>2</sup> Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. The funding letter must be on the organization’s letterhead and signed by an individual authorized to confirm the funding. Minimum funding for NIH-sponsored J-1 must equal \$25,000 on an annual basis.

**In addition, include these documents according to immigration status:**

**J-1 transfer to NIH sponsorship:**

- Copy of **all** Forms DS-2019 for J-1 **and** J-2 dependents
- Ensure properly completed Form 829-1, particularly Section I., “Research Program,” in Part I

**J-1 Student or Non-NIH J-1 sponsorship:**

- Copy of **all** Forms DS-2019 for J-1 **and** J-2 dependents
- For J-1 Students, letter of authorization for academic training from RO/ARO
- For all other non-NIH sponsored J-1s, letter of authorization from RO/ARO

**J-1 Alien Physician (ECFMG sponsorship):**

- Requires advance authorization from ECFMG; consult with DIS after submitting request

**Adjustment Applicants (for Lawful Permanent Residence):**

- Copy of valid Employment Authorization Document (EAD)

**J-2 (Dependents of J-1):**

- Copies of all Forms DS-2019 for J-2 **and** J-1
- Copy of valid Employment Authorization Document (EAD)

**F-1 Student with CPT/OPT:**

- Copy of **all** Forms I-20 (all pages) for F-1
- Current Form I-20 authorized for CPT/OPT
- OPT – Copy of valid Employment Authorization Document (EAD)

**Other nonimmigrant classifications:**

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

*For any nonimmigrant classifications not listed, please consult with the DIS.*

*For DIS Processing Times, please refer to [http://dis.ors.od.nih.gov/advisories/techadvis\\_no01.html](http://dis.ors.od.nih.gov/advisories/techadvis_no01.html)*

*For the NIH On-Site Research Collaborator Policy Manual Chapter, please refer to <http://oma1.od.nih.gov/manualchapters/person/2300-308-4/>*

**Send above documents via HAND-CARRY to DIS:**

Building 31, Room B2B07  
31 Center Drive MSC 2028  
Bethesda, MD 20892-2028  
Telephone: (301) 496-6166  
FAX: (301) 496-0847  
<http://dis.ors.od.nih.gov/>

Keep copies of  
**EVERYTHING**  
you send to DIS

*Using hand-carry ensures delivery to DIS. DIS is not responsible for lost packages.  
Lost or misdelivered packages are not grounds for DIS to expedite processing!!*

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