Request for NEW Research Collaborator

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://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_all.pdf](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_all.pdf)
- 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)\(^1\)
- Evidence of funding\(^2\)
- Copy of passport biographical page for Collaborator and each dependent (including passport expiration date)
- If currently in the U.S.:
  - Copy of current Form I-94 for Collaborator and dependents
  - Copy of most recent visa for Collaborator and dependents
  - Copy of immigration documents (see list to right)

\(^1\) Include certified translation of all foreign language documents

\(^2\) 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. Funding for a NIH-sponsored J-1 must meet minimum stipend levels as indicated in Appendix 2 of the IRTA Program Automated Fellowship Payment System Manual Chapter: [https://policymanual.nih.gov/2300-320-7](https://policymanual.nih.gov/2300-320-7)

**IN ADDITION, INCLUDE THESE DOCUMENTS ACCORDING TO IMMIGRATION STATUS:**

**J-1 Scholar Transfer 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-sponsored):**

- 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-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

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

- Copy of all Forms I-20 (all pages)
- Current Form I-20 authorized for CPT
- OPT – Copy of valid Employment Authorization Document (EAD)
- STEM OPT – If EAD is pending, copy of Form I-797, USCIS receipt notice
- Letter confirming on-campus employment at an off-campus location (OCE)

**Other nonimmigrant classifications:**

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

**H-1B:**

- Proof of Placement at NIH (see [http://www.ors.od.nih.gov/pes/dis/Contractors/Pages/Proof-of-Placement.aspx](http://www.ors.od.nih.gov/pes/dis/Contractors/Pages/Proof-of-Placement.aspx) for examples)
- OR copy of Labor Condition Application (LCA – Form ETA 9035) with the NIH as Location/Place of Employment

**Send 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://www.ors.od.nih.gov/pes/dis/Pages/default.aspx](http://www.ors.od.nih.gov/pes/dis/Pages/default.aspx)

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!!

Keep copies of everything you send to DIS

Revised 04/2017