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, Part I: [**http://www.ors.od.nih.  
  gov/pes/dis/AdministrativeStaff/Documents/nih829\_partI.pdf**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_partI.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.*
* Updated CV and Bibliography
* If changing lab/branch, IC Inter/Intra Transfer Request - [**http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/  
  Documents/icinterintrarequest.pdf**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/icinterintrarequest.pdf) – *for NIH-sponsored J-1 only*
* Evidence of funding1
* Copy of current Form I-94 for Collaborator **and** dependents
* Copy of updated passport biographical page for Collaborator **and** each dependent (including passport expiration date) *– only necessary if Collaborator has received an updated passport*

Copy of immigration documents (see list to right)

1 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)

\*Transfer Note: *NO* IC inter/intra transfers (even for non-J-1s) can take place until approved by the DIS!

For any nonimmigrant classification not listed,   
please consult with your DIS Team.

For DIS Processing Times, please refer to   
[**http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/  
Pages/DISProcessingTimeChart.aspx**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx)

For the NIH On-Site Research Collaborator Policy   
Manual Chapter, please refer to[**https://policymanual.nih.gov/2300-308-4**](https://policymanual.nih.gov/2300-308-4)

In addition, include these documents according to immigration status:

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

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-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)
* 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 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://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**