

**DEPARTMENT OF
VETERANS AFFAIRS**

MEMORANDUM

Date:

From: *Principal Investigator's Name*

Subj: Request for Without Compensation Appointment (WOC)

To: Ali F. Sonel, M.D., ACOS/R&D (151U-H)

I am requesting that _____ be granted a WOC appointment to work on my research study entitled " _____ " for:

- 6 Months or Less
 One Year

I understand that this researcher may be granted a WOC appointment to work at the VAPHS after completion of the following mandatory trainings.

- (a) VA Information Security Awareness and Rules of Behavior Training.
- (b) VHA Privacy Policy Training.
- (c) Information Security 201 for R&D Personnel Training.

I understand that I must submit a Modification Form to the VA IRB to request the addition of Dr./Mr./Ms. _____ to my project entitled _____, and that in order to conduct research, he/she must complete the required trainings.

This researcher has been informed that, if approved, a WOC appointment can be granted for up to one year, and failure to submit a renewal packet at least 30 days prior to expiration of the appointment may result in termination of the appointment.

Upon notification by the researcher of intentions to separate from the VAPHS, I understand that I am responsible for immediately notifying Shannon Reichel in the Research Office and that failure to properly clear the employee at the time of their departure will result in delays in the approval of future WOC employees.

Thank you,

Signature of Principal Investigator