

**Associate Chief of Staff for Research (ACOS/R) Just-in-Time (JIT) Assurance Document
for Sites other than the Primary Site**

Primary PI: _____ **Primary Station Location:** _____

Project Title: _____

Local Site Investigator: _____ **Project ID:** _____ **eRA #:** _____

Local Station Number: _____ **Local Station Location:** _____

The **Local Site ACOS/R** is responsible for signing the completed assurance form. No other supporting documentation for these two requirements (Committee Review and Eligibility Verification) is needed unless indicated.

A. Committee Reviews. Please fill in the date of R&D Committee approval and check whether subcommittee reviews are complete or not applicable (N/A) for this project.

R&D Committee	Approval Date: _____	
R&D Subcommittee - IRB	<input type="checkbox"/> Review Complete	<input type="checkbox"/> N/A
R&D Subcommittee - IACUC	<input type="checkbox"/> Review Complete	<input type="checkbox"/> N/A

For each species needed, check below and ensure that the approved protocol is uploaded into the Animal Subjects JIT area.

- | | |
|--|--|
| <input type="checkbox"/> alpacas | <input type="checkbox"/> NHP Aotus nancymaae (owl monkey) |
| <input type="checkbox"/> cats (felines) | <input type="checkbox"/> NHP Callithrix jacchus |
| <input type="checkbox"/> dogs (canines) | <input type="checkbox"/> NHP Chlorocebus aethiops |
| <input type="checkbox"/> fish (including zebrafish) | <input type="checkbox"/> NHP Macaca fascicularis (cynomolgus monkey) |
| <input type="checkbox"/> frogs (including Xenopus) | <input type="checkbox"/> NHP Macaca mulatta (rhesus monkey) |
| <input type="checkbox"/> gerbils | <input type="checkbox"/> NHP Macaca nemestrina (pigtail monkey) |
| <input type="checkbox"/> goats | <input type="checkbox"/> pigs (swine or porcine) |
| <input type="checkbox"/> guinea pigs | <input type="checkbox"/> rabbits (lagomorphs) |
| <input type="checkbox"/> hamsters | <input type="checkbox"/> rats (Rattus) bred for research |
| <input type="checkbox"/> llamas | <input type="checkbox"/> sheep (ovine) |
| <input type="checkbox"/> mice (Mus) bred for research | |
| <input type="checkbox"/> other - please specify: _____ | |

R&D Subcommittee - SRS and/or IBC (check the item below that applies)

- Review of Research Protocol Safety Survey Form 10-0398 completed
 Determination has been made that the study does not include safety hazards

B. Verification that the Local Site Investigator is eligible to receive research funding. Please check one below:

- Local Site Investigator is eligible to receive funds due to a current 5/8th or greater VA paid appointment
 Local Site Investigator is eligible to receive funds due to an ORD-issued waiver from the 5/8th or greater VA paid appointment
 Local Site Investigator will be eligible to receive funds once VA hiring or promotion action is complete. Project start date will not be set until Investigator is hired*

Reminder: Contract employees are not eligible to serve as Local Site Investigator on VA funded projects.

C. By signing this ACOS/R JIT Assurance Document, I am affirming that all VA requirements regarding the conduct of research at this local site for this study will be met, training requirements for all local research staff are completed, and that local records will be maintained in accordance with VA requirements for research

Signature of Local Site ACOS/R&D: _____ Date: _____

Printed Name: _____