

GENERAL
INFORMATION

Document Submission & Required Signature Guidelines

TEMPORARY COVID-19 OPERATING STATUS

General DIS Forms							
Document Title	Form Owner	Signature Requirement (Within IC)	PIV Card Signature?	Adobe Acrobat copy/paste Signature?	Wet Signature Required?	Email Copy?	Paper Copy?
NIH Form 829-1, Part I	NIH/DIS	Lab/Branch Sponsor; Lab/Branch Chief; IC Scientific Director (DIR or VRC Director); IC Director and AO	Yes	Yes	No	Yes	No
NIH Form 829-1, Part II	NIH/DIS	VP Participant	Yes	Yes	No	Yes	No
NIH Form 829-5, "Notification of Termination of Visiting Program Participation"	NIH/DIS	IC Sponsor and IC Key Contact or AO	Yes	Yes	No	Yes	No
Extended Absence from NIH	NIH/DIS	Form requires VP participant signature, attached memo requires SD and sponsor signatures	Yes	Yes	No	Yes	No
Outside Activity	NIH/DIS	VP Participant, Sponsor and SD* (SD for Non-FTE Cases only)	Yes	Yes	No	Yes	No
Contact Information Sheet	NIH/DIS	VP Participant	Yes	Yes	No	Yes	No

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Primarily Non-FTE Forms							
Document Title	Form Owner	Signature Requirement (Within IC)	PIV Card Signature?	Adobe Acrobat copy/paste Signature?	Wet Signature Required?	Email Copy?	Paper Copy?
NIH 590 Special Volunteer and Guest Researcher Assignment	NIH/DIS	Scientific Director (or designee)	Yes	No	No	Yes	No
NIH Form 590 English Language Proficiency Supplement	NIH/DIS	IC AO/Key Contact	Yes	Yes	No	Yes	No
Completed Guest Researcher/Special Volunteer Agreement	NIH/DIS	VP Participant; Outside Employer (if applicable); Scientific Director (or designee)	Yes	No	No	Yes	No
IC Inter/Intra Transfer Request	NIH/DIS	New Lab/Branch Sponsor; Releasing Lab/Branch Sponsor	Yes	Yes	No	Yes	No
J-1 EV Transfer Out Form	NIH/DIS	VP Participant, Sponsor and ARO	Yes	Yes	No	Yes	No
GME Clinical Rotator Request	NIH/DIS	IC AO	Yes	Yes	No	Yes	No
Four-Point memorandum for incidental patient contact (M.D. only)	NIH/DIS	Clinical Director	Yes	Yes	No	Yes	No
Request for DOS/DHS Extension of J-1 Exchange Visitor	NIH/DIS	SD, VP Participant	Yes	Yes	No	Yes	No

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Primarily FTE Forms							
Document Title	Form Owner	Signature Requirement (Within IC)	PIV Card Signature?	Adobe Acrobat copy/paste Signature?	Wet Signature Required?	Email Copy?	Paper Copy?
I-129 Worksheet	NIH/DIS	Candidate; Translator (as applicable)	Yes	Yes	No	Yes	No
H-1B Labor Condition Application (LCA) Attestation	U.S. Department of Labor	Hiring Authority or Designee	Yes	Yes	No	Yes	No
Employer Letter (on employer's letter head)	IC	IC Director or IC Scientific Director	No (unless scan of wet signature not possible to timely obtain)	No	Yes (except in exigent circumstances)	Yes – scanned copy of document with original signature	No
Request to Review Changes in Employment	NIH/DIS	IC Representative	Yes	Yes	No	Yes	No
FDA O-1 Petition Worksheet and Credentials	NIH/DIS	Candidate; Translator (as applicable)	Yes	Yes	No	Yes	No
FDA H-1B Petition Worksheet	NIH/DIS	Candidate; Translator (as applicable)	Yes	Yes	No	Yes	No
LPR Worksheet	NIH/DIS	VP Participant	Yes	Yes	No	Yes	No
LPR and IGA Request Forms	NIH/DIS	SD, Branch/Division Chief, AO	Yes	Yes	No	Yes	No

TEMPORARY COVID-19 OPERATING STATUS

Required Case Documents with Outside Signatures

Document Title	Form Owner	Signature Requirement (Within IC)	PIV Card Signature?	Adobe Acrobat copy/paste Signature?	Wet Signature Required?	Email Copy?	Paper Copy?
Letter of authorization for academic training from RO/ARO	Outside J-1 program sponsor	N/A	N/A	Yes	No	Yes	No
Letter of authorization from RO/ARO	Outside J-1 program sponsor	N/A	N/A	Yes	No	Yes	No
Letter confirming on-campus employment at an off-campus location (OCE)	Outside DSO	N/A	N/A	Yes	No	Yes	No
Copy of the "Program Letter of Agreement (PLA) for NIH Elective In-Rotations"	Outside Institution	N/A	N/A	Yes	No	Yes	No
1861-1 Purchase Request	NIH	IC Requester and Approver	Yes	No	No	Yes	No

TEMPORARY COVID-19 OPERATING STATUS

Primarily Customer Service Team Forms							
Document Title	Form Owner	Signature Requirement (Within IC)	PIV Card Signature?	Adobe Acrobat copy/paste Signature?	Wet Signature Required?	Email Copy?	Paper Copy?

STEM OPT Extension Request	NIH/DIS	VP Participant and Sponsor	Yes	Yes	No	Yes	No
Change of Address Form	NIH/DIS	VP Participant	Yes	Yes	No	Yes	No
FDA Change of Address Form	NIH/DIS	FDA Participant	Yes	Yes	No	Yes	No
Request for Dependent DS-2019	NIH/DIS	VP Participant	Yes	Yes	No	Yes	No
B-1/WB Statement	NIH/DIS	Sponsor	Yes	Yes	No	Yes	No
B-1 Delegate Attestation	NIH/DIS	B-1 Delegate and Lead AO	Yes	Yes	No	Yes	No
Declaration of Honorarium Form	NIH/DIS	B-1 Delegate, B-1 Visitor	Yes	Yes	No	Yes	No
W8-BEN	IRS	VP Participant	Yes	No	No	Yes	No
W-9	IRS	VP Participant	Yes	No	No	Yes	No
Request for Customized DIS Training	NIH/DIS	NIH Employee	Yes	Yes	No	Yes	No