

TO BE COMPLETED BY  
INSTITUTE/CENTER

## Request for RENEWAL or LAB TRANSFER of Collaborator (CB)

### DEFINITIONS:

- **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)
- **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)

### REQUIRED DOCUMENTS:

- NIH Form 829-1, Part I**
- Documented Research Collaboration/Agreement  
(check one box below):
  - If Collaborator (Clinical) participating in an elective rotation:* Copy of the "Program Letter of Agreement (PLA) for NIH Elective In-Rotations"
  - If 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
- If changing lab/branch: Lab Transfer Request – for NIH-sponsored J-1 only*
- Evidence of funding<sup>1</sup>
- Copy of current Form I-94 for CB and dependents
- Copy of updated passport biographical page for CB and dependents – *only necessary if CB received an updated passport*
- Additional documents per relevant immigration status (column to the right)

<sup>1</sup> The funding letter must (1) be on the organization's letterhead, (2) include the amount of funding in U.S Dollars and duration of funding, and (3) be signed by an individual authorized to confirm the funding. Funding for an NIH-sponsored J-1 must meet minimum stipend levels as indicated in Appendix 2 of the [IRTA Program Automated Fellowship Payment System Manual Chapter](#)

### IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

#### J-1 transfer to NIH sponsorship:

- Copy of all Forms DS-2019 for J-1 and J-2 dependents

#### J-1 Student or Non-NIH J-1 sponsorship:

- Copy of all Forms DS-2019 for J-1 and J-2 dependents
- J-1 Students:* Letter authorizing academic training, signed by university Responsible Officer (RO)/Alternate RO (ARO)
- All other non-NIH sponsored J-1s:* Letter authorizing placement at NIH, signed by RO/ARO

#### J-1 Alien Physician (ECFMG-sponsored):

- Requires advance authorization from ECFMG; consult with DIS after submitting request

#### F-1 Student:

- Copy of all Forms I-20 (all pages)
- If on Curricular Practical Training (CPT):* Copy of Form I-20 authorized for CPT
- If on Optional Practical Training (Pre-/Post-Completion or STEM OPT):* Copy of valid EAD. If EAD is pending at USCIS, copy of Form I-797 receipt notice
- If On-Campus Employment at Off-Campus Location (OCE):* Letter confirming OCE signed by Designated School Official (DSO)

#### H-1B:

- Copy of Form I-797 Approval Notice
- Proof of Placement at NIH** OR copy of Labor Condition Application (LCA – Form ETA 9035) with the NIH as Location/Place of Employment

#### Other nonimmigrant classifications:

- Copy of valid EAD or other USCIS authorization to work
- Enabling document (as required by immigration status)
- Contact DIS with questions

### USEFUL LINKS

[Contact DIS](#)

[Administrative Staff Guidance](#)

[DIS Processing Times](#)

[How to Submit Cases and Documents to DIS](#)

[NIH On-Site Research Collaborator Policy Manual Chapter](#)

Keep copies of everything you send to DIS