

**Associate Chief of Staff for Research (ACOS/R) Just-in-Time (JIT) Assurance Document**

PI Name: \_\_\_\_\_ Project ID: \_\_\_\_\_ eRA #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Station Number: \_\_\_\_\_ Station Location: \_\_\_\_\_

The **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 PI is eligible to receive research funding.** Please check one below:

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

Reminder: Contract employees are not eligible to serve as PI 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 in VA for this study will be met, training requirements for all research staff are completed, and that records will be maintained in accordance with VA requirements for research.

Signature of ACOS/R&D: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*Note: Once all JIT requirements are met, a system generated email will request the project start date from the station, which will be confirmed by the Research Service funding the project.