



Sign-Up to Attend HRPP Orientation

Employee Information

Name:		Supervisor/PI:	
VA Email:		Phone #:	
Service Line:		Research Group: <i>(if applicable)</i>	

VA Appointment:	<input type="checkbox"/> VA Paid	<input type="checkbox"/> Without Compensation (WoC)	<input type="checkbox"/> Other
		→ If you are a WoC, are you working on paid time by another employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	→ If "Other" describe:
		→ If YES, who is the employer?	
		→ If YES, have you obtained IRB approval from your paid institution? <input type="checkbox"/> YES <input type="checkbox"/> NO	→ If NO, describe:
Date of Hire:			

Are you conducting this research to satisfy any type of educational requirement? <input type="checkbox"/> YES <input type="checkbox"/> NO	→ If YES, what school: <i>(Include the specific department within the institution)</i>
	→ If YES, describe the nature of the educational program and/or requirement and the degree/certificate you are seeking:

Orientation session you are signing up for? http://center.puget-sound.med.va.gov/sites/rd/hrpp/SitePages/HRPP%20Orientation.aspx	
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Describe what you are being hired to do:	
Will you consent research subjects?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES, your contact information will be shared with the Research Compliance Officer to schedule additional consent training required for all study staff who consent subjects.</i>

Please send this form back to the HRPP Office so they can plan for your attendance. Failure to RSVP may result in no training being offered on that day. Email your completed form to Christopher.Click@va.gov

Orientation Completion

To be completed by HRPP Staff

Attendance date:		
Signature of HRPP Orientation Facilitator:		Name of HRPP Orientation Facilitator:

Upon completion of the HRPP Orientation, this will be signed by the HRPP staff person who facilitated the course. Please keep this as documentation of your completed HRPP Orientation.