



## Request for NEW Professional Services Contract (PSC)

**NOTE:** Professional Services Contracts are used for acquisition purposes--i.e. as a means to acquire goods or services from an individual/vendor with advanced training and education in a particular field. A doctoral level degree is typically required to demonstrate this. PSCs are **\*not\*** to be used for training purposes. **The maximum limit for a PSC is a cumulative (or aggregate) of 12 months.**

### Documents Required:

- Completed NIH Form 829-1, Parts I & II ([http://dis.ors.od.nih.gov/forms/01\\_forms.html](http://dis.ors.od.nih.gov/forms/01_forms.html))
- PSC – Copy of Professional Service Order or equivalent
- CV and Bibliography
- Copy of doctoral degree (e.g. M.D., Ph.D.)<sup>1</sup>
- Evidence of supplemental funding, if applicable<sup>2</sup>
- Copy of passport biographical page for PSC **and** each dependent (including passport expiration date)
- If currently in the US:
  - Copy of current Form I-94 for PSC **and** dependents
  - Copy of most recent visa for PSC **and** dependents, if available
  - Copy of immigration documents (see below)

<sup>1</sup> Include certified translation of all foreign language documents

<sup>2</sup> Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. The funding letter must be on the organization's letterhead and signed by an individual authorized to confirm the funding. Minimum funding for NIH-sponsored J-1 must equal \$25,000 on an annual basis.

### In addition, include these documents according to immigration status:

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

- Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- Ensure properly completed Form 829-1, particularly Section I, "Research Program," in Part I

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

- Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- For J-1 Students, letter of authorization for academic training from RO/ARO
- For all other non-NIH sponsored J-1s, letter of authorization from RO/ARO

#### Adjustment Applicants (for LPR):

- Copy of valid Employment Authorization Document (EAD)

#### J-2 (Dependents of J-1):

- Copies of all Forms DS-2019 for J-2 **and** J-1
- Copy of valid Employment Authorization Document (EAD)

#### F-1 Student with CPT/OPT:

- Copy of **all** Forms I-20 (all pages) for F-1
- Current Form I-20 authorized for CPT/OPT
- OPT – Copy of valid Employment Authorization Document (EAD)

#### Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

For any nonimmigrant classifications not listed, please consult with your DIS Team.

For DIS Processing Times, please refer to [http://dis.ors.od.nih.gov/advisories/techadvis\\_no01.html](http://dis.ors.od.nih.gov/advisories/techadvis_no01.html)

*NOTE: Individuals in this category are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.*

#### Send above documents via HAND-CARRY to DIS:

Building 31, Room B2B07  
31 Center Drive MSC 2028  
Bethesda, MD 20892-2028  
Telephone: (301) 496-6166  
FAX: (301) 496-0847  
<http://dis.ors.od.nih.gov/>

Keep copies of  
**EVERYTHING**  
you send to DIS

Using hand-carry ensures delivery to DIS. DIS is not responsible for lost packages.  
Lost or misdelivered packages are not grounds for DIS to expedite processing!!