



Loma Linda Veterans Association for Research

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IPA Request Form

To initiate an IPA, this form must be completed and sent to LLVARE and the VA Research Office.

IPA's are temporary assignments only.

Please note: The IPA does not occur until it is completely processed and can take up to 60 days complete.

IPA Information

LLVARE Employee Name

Date IPA Request Form sent to ORA Office

Effective Date Requested for IPA to start

Percentage Effort on IPA

LLVARE Project(s) # to remain working on and percentage effort

VA PI Name of Project IPA funds will be used from

VA RDIS Project Number

Purpose of IPA

Requested By

Requested By: _____ Date: _____

Title: _____

LLVARE/ORA Office Use Only:

LLVARE:

Change From Received: _____

Salary Amount: _____

Benefit Amount: _____

Total: _____

Date Sent to ORA Office: _____

Completed By: _____

ORA Office:

Date Salary Info Requested of LLVARE: _____

Requested By: _____

LLVARE office use only:	
Purchasing: _____	Mileage Verified: _____
AP: _____	
Scanned: _____	Approved: _____