**Do You Know?**

If you are planning to conduct a project at the VA, it may require approval through Research Service.  Please make sure you are familiar with the requirements and take appropriate steps **BEFORE** beginning the work.  If you have questions, please contact Research Service.

**Projects**

If you are an employee, student or resident planning a project at the VA, please be sure you are familiar with the definition of what constitutes research: **a systematic investigation including testing and evaluation designed to develop or contribute to generalizable knowledge (VHA Handbook, 1200.05).**

If you think your project is research or you are unsure if your project is research, please contact the Research Service **BEFORE** beginning any work and provide a short, one-page description of your project. If the project is determined to be research, it must be reviewed and approved by the facility’s Institutional Review Board (IRB) and the Research & Development Committee (R&DC). If the project is approved, you will receive written notice. You must have written approval **BEFORE** you begin the project.

Some projects may not be research. They might be quality improvement or system redesign work. If the project is determined to not be research, you will receive notice that the proposed project was reviewed and is not research.  Keep this documentation – you will need it if you decide to publish.

**Case Reports**

Case reports are usually not considered research.  However, because there may be times when case reports become research involving human subjects, consultation with the Research Service is advised.

**Publications**

If you plan to publish your project or case report, contact Research Service **BEFORE** final release for publication. You will also want to contact the Public Affairs Officer.

**Special note for students**

If you are an employee and plan on conducting a project as part of a degree requirement, please be sure that your school has an affiliation with your VA facility prior to requesting review of the project.  Contact the Education Service Line to verify affiliation status.