

Minneapolis VA Health Care System

NON-VA RESEARCH RECRUITMENT MATERIAL REQUEST FORM

Please complete top portion of this form and Submit to the Minneapolis VA Research Office (VHAMINResearchOffice@va.gov)

Requesting Entity:

Date:

Contact Person:

Email:

Funding Source(s):

Protocol Title:

Target Audience: Veterans Clinicians Other:

Required Attachments:

- Abstract of IRB-approved study protocol
- Written approval of protocol from the IRB of record
- Copy of the proposed recruitment materials with disclaimer "This is not VA research. It will not be conducted by the VA, has not been reviewed by VA's Institutional Review Board, and is not endorsed by the VA. VA is not responsible for any costs incurred by a Veteran if the Veteran enters the study as a research subject. The announcement is being provided for information only."

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|--|------------------------------|-----------------------------|
| Is the non-VA research federally funded? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the research relevant to Veterans and the mission of the VA? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Should this project be submitted to the IRB as VA research? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the research have the potential to impede current VA research activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the research received written approval from the IRB of Record? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you recommend approval of this request? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

FINAL DETERMINATION:

- Does this non-VA research study meet MVAHCS requirements for approval? Yes No
- Reviewer Signature:

IF REQUEST IS DENIED:

A written rationale will be provided to the Requesting Entity explaining the decision.

IF REQUEST IS APPROVED:

1. A clear and legible disclaimer must be added to all recruitment materials, as follows:

"This is not VA research. It will not be conducted by VA, has not been reviewed by VA's Institutional Review Board, and is not endorsed by VA. VA is not responsible for any costs incurred by a Veteran if the Veteran enters the study as a research subject. The announcement is being provided for information only."

2. The expiration date of this approval (no later than 6 months post-approval) must be displayed on the recruitment material.
3. Approved materials may be posted in the Medical Center. Applicants must work with a colleague at the VA to post materials. Applicants must provide their own materials for posting. **Materials posted to the VA-reserved flyer boards on first floor will be removed.**