

Subject: Research Agreements Facilitated by the VA-affiliated Non-Profit Corporation (NPC)

1. PURPOSE:

To assess the impact of NPC-facilitated research agreements and to ensure that the appropriate form of agreement (e.g. CRADA, grant, contract) has been executed prior to the initiation of research activities.

2. DEFINITIONS:

ACOS/R: Associate Chief of Staff for Research
NPC: VA-affiliated Non-Profit Corporation
R&D: Research and Development
RDC: Research and Development Committee

3. PROCEDURES:

- a) All research agreements executed through the NPC are reviewed and approved by an attorney at the Office of General Counsel.
- b) The NPC Grants & Contracts Administrator will send draft agreements to the ACOS/R for impact review prior to final approval by the facility Director.
- c) The VA NPC Grants & Contracts Administrator will send a copy of each executed CRADA to the Deputy ACOS/R or delegate, for upload into the VA ORD electronic CRADA registry.
- d) On the first business day of each month, the NPC Grants & Contracts Administrator will send the Deputy ACOS/R or delegate a list of agreements that were executed during the previous month or are currently in process.
- e) When reviewing initial RDC approval for new research projects, the ACOS/R will verify that agreements indicated in the proposal (CRADA, grant, contract, or other) appropriate for the research being proposed have been completed. The ACOS/R will not issue an Authorization to Conduct Research (ACR) for studies where CRADAs or contracts necessary for project funding or performance are not yet fully executed.
- f) No later than December 1 of each calendar year, the VA NPC Grants & Contracts Administrator will send an annual report of NPC-facilitated agreements executed during the previous fiscal year to the Director of the Technology Transfer Program, with a copy to the Deputy ACOS/R.
- g) A summary of NPC-facilitated agreements will be included in the annual ACOS/R Quality Assurance Report presented to the RDC, as required by VHA Handbook 1200.01 (June 16, 2009) Section 7.

4. REFERENCES:

Minneapolis Research Service SOP R&D-011 “ACOS/R&D Approval Prior to Initiation of Research”
VHA Directive 1206 “Use of a Cooperative Research and Development Agreement (CRADA)” (19 June 2018)
VHA Directive 1200.01 “Research and Development Committee” (24 January 2019)
VHA Directive 1200.02 “Research Business Operations” (10 March 2017)

5. **R&D COMMITTEE APPROVAL:** 07 January 2025
6. **RECISSIONS:** Minneapolis Research Service SOP R&D-013 “Research Agreements Facilitated by the VA-affiliated Non-Profit Corporation (NPC)”, (05 April 2022)
7. **EXPIRATION DATE:** N/A
8. **FOLLOW-UP RESPONSIBILITY:** Research and Development (R&D) Committee