[Sample Format for] Documentation of Non-Research Activities

For Intramural and Extramural Presentations

**Title(s) of Proposed Presentation Document(s):**

**Name of VHA Non-Research Project:**

**Name of VHA Program Office, VISN or Facility (i.e., Sponsor of the Non-Research Project):**

**Presentation Venue and Location:**

**Presentation Dissemination (check one):**

[ ] Intramural (VA or VHA only)

[ ] Extramural (External to VA or VHA)

**Author Attestation**

As an author of the presentation document(s) referenced above (copy attached), I attest that the findings reported in the presentation document(s) were not derived, in whole or in part, from activities constituting research as described in VHA Handbook 1058.05. *(Provide the following for each VA author.)*

Lead Author Signature: Date:

Lead Author Name: VA Duty Station:

Co-Author Signature: Date:

Co-Author Name: VA Duty Station:

Co-Author Signature: Date:

Co-Author Name: VA Duty Station:

Co-Author Signature: Date:

Co-Author Name: VA Duty Station

**Attestation of Designated Program Office or Facility Official**

As the designated representative of the VHA Program Office, VISN or Facility listed below, I have reviewed the activities reported in the presentation document(s) and attest that these activities did not constitute research as described in VHA Handbook 1058.05.

Signature of Designated Official Date:

Name:

Title:

Program Office, VISN or Facility:

*Note: Each VA author and coauthor must retain a copy of the documentation for a minimum of 5 years after presentation and in accordance with any applicable records retention schedules.*

**References: VHA Handbook 1058.05**

**6.** **CONSULTATION AND DOCUMENTATION**

**a.** **Consultation and Documentation**. Individuals conducting operations activities have a responsibility to consult their supervisor as soon as possible whenever there may be doubt about the research versus non-research status of an operations activity. (1) Whenever the research versus non-research status of an operations activity may be in doubt, a determination of such status by the relevant Program Office, VHA Network, or VHA facility must be documented as expeditiously as possible. (2) Documentation prior to initiation of the activity is strongly encouraged when patients will not be fully informed of the reasons for treatment recommendations or assignments tospecific treatments or when publication of findings from operations activities outside VA is reasonably anticipated.

**7. PUBLICATION AND PRESENTATION OF NON-RESEARCH FINDINGS**

**b. Program Office Peer-Reviewed Publications.** Publication in peer-reviewed journals (including electronic peer-reviewed journals) of findings from non-research activities that were funded, mandated, managed, sponsored, or otherwise supported by a VHA Program Office, or that utilized Program Office data, requires documentation of the non-research status of the activities by the relevant Program Office prior to publication.

**c.** **Other Peer-Reviewed Publications.** Publication in peer-reviewed journals (including electronic peer-reviewed journals) of findings from non-research activities other than those described in subparagraph 7b requires documentation, prior to publication, of the non-research status of the activities by the lead VA author’s Network Director (for Network operations activities) or Facility Director (for facility operations activities), or other individual designated in writing by the Network or Facility Director.

**g. Other Program Office Publications or Presentations.** Other than peer-reviewed publications as described in subparagraph 7b, publication, presentation, or dissemination of findings from non-research activities that were funded, mandated, managed, sponsored, or otherwise supported by a VHA Program Office, or that utilized Program Office data, is subject to the requirements of the relevant Program Office.

**h.** **Other Publications or Presentations.** Except as described in subparagraphs. 7b, 7c, and 7g, publication, presentation, or dissemination outside VA of findings from non-research activities is subject to the requirements of the lead VA author’s Network or facility, as applicable.