

# 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](mailto:VHAMINResearchOffice@va.gov))

Requesting Entity: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project 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

*The following sections are for administrative use only – do not use or modify*

### INITIAL REVIEW AND RECOMMENDATION:

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

AO Signature: \_\_\_\_\_

### FINAL DETERMINATION:

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

ACOS/R 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 should be submitted to the Research Office for posting by Medical Media.