

**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) One week prior to each Research & Development Committee meeting, the NPC Grants & Contracts Administrator will send the RDC Coordinator a list of agreements that were executed during the previous six months or are currently in process.
- e) When reviewing proposed research projects, the facility's RDC will verify use of the form of agreement (CRADA, grant, contract, or other) appropriate for the research being proposed. The RDC will defer project approval in cases where the agreement has not been 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:**

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:** 04 June 2019
6. **RECISSIONS:** Minneapolis Research Service SOP R&D-013 “Research Agreements Facilitated by the VA-affiliated Non-Profit Corporation (NPC)”, (01 May 2018)
7. **EXPIRATION DATE:** N/A
8. **FOLLOW-UP RESPONSIBILITY:** Research and Development (R&D) Committee