

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF REQUESTS FOR OFF-SITE WAIVERS

A. Partial Off-site Waiver. An electronic template is currently available on the VA Research and Development website for submitting a partial off-site waiver (http://www.research.va.gov/programs/shared_docs/Offsite-Waiver-Req.doc).

Note: A partial off-site waiver is required if the principal investigator (PI) will perform any part of the proposed research at a location other than the VA or VA-approved/leased space. An off-site waiver is NOT required for the use of off-site core facilities or if the PI will conduct a part of the proposed research in a collaborator's research space off site.

B. Full Off-site Waiver.

Note: Full off-site waivers are considered only under special circumstances.

1. Format. Applications should consist of single-spaced typed pages. Use only letter-quality print. The font size should be at least eleven-point with no more than fifteen characters per inch and no more than six lines per inch.

2. Content. Each application should consist of the following materials:

a. A cover sheet listing the following information in the order specified:

(1) Off-Site Waiver Request.

(2) Type of waiver requested (full off-site waiver).

(3) Approving Research Service (Biomedical Laboratory Research and Development Service (BLR&D), Clinical Science Research and Development Service (CSR&D), Rehabilitation Research and Development Service (RR&D), or Health Services Research and Development Service (HSR&D)).

(4) VA medical center name and address.

(5) Investigator's name and degree(s).

(6) Investigator's title and VA appointment (in 8ths).

(7) Review cycle or submission deadline for proposed off-site research.

(8) Title of investigator's research proposal (for ongoing programs).

(9) Proposed off-site location.

(10) Name, title, and signature of the Associate Chief of Staff for Research and Development.

(11) Name, title, and signature of the medical center Director.

b. A narrative describing the following:

(1) Importance of the Research to the VA Research Portfolio and Patient-care Mission.

The importance of the proposed area of research to veterans' health issues and the contribution of the specific research to our understanding or treatment of a particular disease or health problem must be clearly described.

(2) Need to Use Unique or Specialized Facilities or Equipment not Available at VA.

Describe the specialized equipment or unique facilities that are not available or cannot be reproduced at VA. Briefly explain why the proposed research cannot be done without access to these facilities or equipment.

(3) Lack of a Suitable or Sufficient Performance Site Within VA Space.

If adequate space for an investigator's research program is not available on-site, the medical center must demonstrate that VA-funded investigators occupy all usable VA laboratory space or explain alternative space assignments. A spreadsheet or table detailing VA research Space utilization must be submitted. See section c below.

(4) Long- and Short-term Plans to Acquire Additional Research Space.

Clearly describe long- and short-term plans to acquire additional research space. Plans to acquire additional space may include construction of new research space, renovation of current research space, renovation of other (non-research) space within the VA medical center, or negotiation with an affiliate institution for leased space. During construction or renovation of additional research facilities, plans for interim use of off-site space prior to relocation of investigators to VA-controlled space will be considered. If interim use of off-site space is requested, a timetable for relocation of offsite investigators to VA-controlled space must be provided.

(5) Status of Formal Lease Agreements that will be or have been Negotiated for Research Space.

Clearly explain the terms and current status of any lease agreements. Plans for interim use of off-site space during the final stages of lease negotiations will be considered. If a lease agreement is to be negotiated, it is preferred that it be for a block of contiguous

space rather than for scattered, independent laboratories. Investigators working in leased space approved for research use do not require off-site waivers. The use of leased space must be clearly indicated in the Resources section of any research proposals submitted for funding.

c. A Spreadsheet or Table Detailing VA Research Space Utilization.

Any discrepancies from the data contained in the Research and Development Information System (RDIS) Space Utilization report should be explained. The following information must be included for each room:

- (1) Room number,
- (2) Use (Office, laboratory, core facility, etc.),
- (3) Research space in square footage,
- (4) Investigator assigned to that room, and
- (5) Investigator's funding source(s).

3. Due Dates. Requests for off-site waivers must be submitted at least 90 days prior to the due date for receipt of proposals. An off-site waiver request for an ongoing proposal may be submitted at any time. *Note: Research proposal submissions for which an approved off-site waiver is required will be returned without review.*

The completed, signed form(s) should be e-mailed to the appropriate point of contact for each of the ORD Services. An original paper version by mail is not required.

CONTACT INFORMATION

1. Biomedical Laboratory Research and Development Service (BLR&D) and Clinical Sciences Research and Development Service (CSR&D) (10P9B)

Kimberley Sedoris at (202) 443-5724 or offsite.waiver@va.gov

2. Rehabilitation Research and Development Service (RR&D) (10P9R)

Tiffany Asqueri at (202) 443-5757 or rrdreviews@va.gov

3. Health Services Research and Development Service (HSR&D) (10P9H)

Robert Small at (202) 443-5743 or robert.small@va.gov