

**GUIDELINES FOR CONDUCTING RESEARCH AT THE NATIONAL
VETERANS SPORTS PROGRAMS AND SPECIAL EVENTS (NVSP&SE)**

- 1) **General.** The mission of the VA National Veterans Sports Programs & Special Events Office is to motivate, encourage and sustain participation and competition in adaptive sports among disabled Veterans and members of the Armed Forces through partnerships with VA clinical personnel as well as national and community-based adaptive sports programs. The Office achieves this mission by providing information and resources to disabled Veterans, their support networks and those in the adaptive sports community. The Department of Veterans Affairs (VA) annually sponsors six National Rehabilitation Special Events: Creative Arts Festival, Golden Age Games, Summer Sports Clinic, Training-Exposure-Experience (TEE) Tournament, Winter Sports Clinic, and the Wheelchair Games.
- 2) **Research Funding:** No research funding is available through the NVSP&SE. Although grants may be applied for through the USOC Paralympics Grant process under public law, the intent of Congress is for creation of Paralympics and adaptive sport opportunities for disabled Veterans and disabled Service members. Applications are submitted through the USOC. In addition, the USOC and Lakeshore Foundation co-host the U.S. Paralympics – Research & Sport Science Consortium designed to facilitate research in subjects related to Paralympics and adaptive sports.
- 3) **Research and Development Relation to the National Veterans Sports programs and Special Events (NVSP&SE).** Research Groups, internal and external to VA, may conduct studies at any of the six VA NVSP&SE as long as there is no impact on the Veteran or NVSP&SE to improve the quality, impact or delivery of rehabilitation services. VA may both conduct and provide support for this research and development. Research and Development efforts at the Special Events may cover a wide spectrum of approaches to rehabilitation such as:
 - a) Request to review Research Study form
 - b) Studies and research concerning the physical , psychological, educational, vocational, social and economic aspects of rehabilitation;
 - c) Projects which are designed to increase the potential for accomplishing the rehabilitation of veterans; and
 - d) Projects which demonstrate a benefit to veterans.
- 4) **Proposals for Research and Development.** Investigators wishing to conduct research at the VA NVSP&SE will submit research proposals to the NVSP&SE Research Committee for review. All proposals must be in 12 point font, one inch margins, with no more than 10 pages as described in section 4a- 4h. Proposal along with all attachments should be sent to Susan Pejoro, RN, MSN, GNP-BC; Office of National Veteran Special Program and Special Events; 90K Street; Suite #4, 7th floor (Mail code 002C); Washington, DC 20002. See Table 1 for timeline of submissions.

5) Research and Development Proposal Information. The following information should be included in proposals for research and development at the Special Events. Failure to include any of the information may result in the proposal not being reviewed.

- a) Project Title
- b) Statement of overall Research and Development goal and how the goal meets the mission of the NVSP&SE.
- c) Project objective: State the objectives of the research, clearly defining its content and scope, how the project will benefit the event, and how the project impacts clinical care
- d) Research Methodology – describe the specific methodology which will be used to complete research. Specific information should be included as described below:
 - i) Specify the research questions and/or hypotheses
 - ii) Specify the Research design
 - (1) Qualitative (e.g. focus groups)
 - (2) Descriptive
 - (3) Experimental
 - iii) Sample
 - (1) Inclusion/Exclusion criteria
 - (2) Number of subjects to be recruited for the research and specifically the number which will be recruited at the Special Event
 - (3) Justification for number of subjects
 - iv) Recruitment strategy
 - (1) Specify how Veterans will be informed about the research study
 - (2) Specify how participation in the study will not impact their participation at the Special Events
 - (3) The approved IRB protocol must include language that states that data will be collected at the Special Event
 - v) Protocol
 - (1) Describe the specific tasks that will be completed to accomplish the research. For example, if completing focus groups, one should describe the process that will be used. If a experimental study, describe intervention, whether blinding is used,
 - (2) Data to be collected
 - (3) Specify the independent and dependent variables. Describe if there are covariates that will be assessed.
 - (4) Specify the methods of how the variables will collected (e.g. questionnaire, force plate, heart rate monitor)
 - (5) Describe if data is collected at one time point or many time points.
 - vi) Describe how data will be analyzed
 - (1) Statistical methods if appropriate
 - (2) If qualitative research – describe methods for transcription, coding and assessing the outcome.

- e) Describe how data and informed consents will be stored while at the Events (which is off-site from VA offices) and how confidentiality of Veterans information will be preserved.
- f) Describe any safety issues that may exist and how safety will be ensured (e.g. if completing a wheelchair skills test, that the tester is trained as well as a spotter is available for high risk tasks)
- g) Describe how findings will be disseminated
- h) Provide a timeline for the study; specify whether the study is funded and by whom
- i) Investigative team
 - i) Names of principal investigator and all key personnel; indicate who the contact person is for all communication
 - ii) For each person listed as key personnel, provide a summary of the persons expertise and role in the research study (e.g. functional statement)
 - iii) Provide proof of research training (e.g. Collaborative Institutional Training Initiative; <https://www.citiprogram.org/default.asp>) and statement concerning conflict of interest
- j) Approval from all relevant regulatory boards including Institutional Review Board (IRB) Committee on Human Studies and VA Research & Development. Should study team include key personnel from multiple VA Hospitals, Universities, or Department of Defense locations, approvals from those entities are required as well. Please see Office of Research Oversight regarding details of Regulatory Review <http://www.va.gov/ORO/index.asp>.
- k) Response to comments if relevant (see section 6.f)
- l) A copy of the approved informed consent document
- m) A copy of the approved consent to allow audio and/or pictures for research

6) Investigator Responsibilities: Investigators conducting research at the NVSP&SE shall be responsible for:

- a) Conduct of research
- b) Research materials and equipment
- c) Travel to and from event
- d) Hotel accommodations/reservations
- e) Meals
- f) Code of conduct becoming for researchers while at Special Events
- g) Interaction with Special Events Director for assurance of space to complete research
- h) Research Results: At conclusion of the research study, prior to publication, the investigators will furnish the Research Committee Chair with a research summary .
 - i) Summary will include:
 - (1) Title of study
 - (2) Investigators
 - (3) Goal of Study
 - (4) Research questions and hypotheses that were to be answered
 - (5) Number of subjects recruited in total and at the Special Event
 - (6) Table of demographic characteristics of the population

- (7) What the main outcomes were from the study
 - (8) Conclusions and Implications for VA care
 - ii) Summary must include what the plan and timeline for dissemination of information and be no more than 500 words
 - iii) Summary must be submitted within 90 days of conclusion of Special Event
 - iv) Summaries will be posted on <http://www.va.gov/adaptivesports/index.asp>
 - i) The Research Committee Chair will disseminate research findings summary to Veterans Service Organizations (VSO) or other sponsoring organizations as well as to Director of the NVSP&SE. Should VSO or sponsoring organizers have comments and recommendations, they will be submitted to the Research Committee Chair who will forward to investigators.
 - j) A commitment that when a paper is published using data obtained from the Special Events, the Events acknowledged and a copy of final manuscript provided to Special Events office.
 - k) Availability to provide a poster of the findings to be shown at the next year's event.
- 7) **Committee on Research Responsibilities:** The committee on Research Chair (or their designee) will disseminate research and development proposals to the committee members for review and evaluation. The Research Committee will:
- a) Review proposals to evaluate:
 - i) The relevancy to the mission of the NVSP&SE and approaches to rehabilitation as addressed in section 2.
 - ii) Time commitment expected from the Veteran
 - iii) That the research is compatible with intended experience of the Special Event
 - iv) How the research will contribute to future clinical care of Veterans
 - v) If team is appropriate to conduct research
 - vi) Scientific merit
 - b) Provide recommendations for approval and disapproval to Committee Chair
 - c) Investigators will be notified in writing (email) of the decision to approve and disapprove research proposals.
 - i) Including with the approval/disapproval decision will be the reason why for disapproval
 - ii) Will also include brief comments concerning the study
 - d) At this time, September 2012, no more than three (3) proposals will be accepted per Special Event
 - e) Approved Proposals
 - i) The Research Committee Chair will notify the Event Director regarding the proposals that were accepted
 - ii) It is the investigators responsibility to work with the Event Director for the actual conduct of the study
 - iii) Studies conducted at the Special Events are subject to random compliance checks



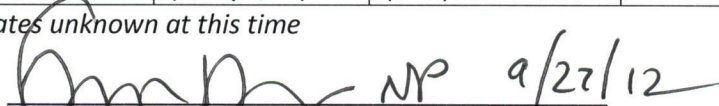
Initial Date: 9/27/12
Revision Due: 10/1/13

- f) Disapproved Proposals
 - i) Proposals may be disapproved because of science, relevancy to mission, or available space
 - ii) May be resubmitted for the next Special Event
 - iii) For resubmissions, the proposal must state how the concerns raised due to science and/or relevancy to mission of the NVSP&SE were corrected.
- g) On occasion, the committee may decide to ask a research team to modify study to accommodate the needs
- h) Research Committee chair will keep copies of all research studies submitted for completion at the Special Events.
- i) Research Committee will meet monthly and the quarterly to ensure availability for reviews
- j) Research Committee will consist of clinicians, researchers, Special Events representatives and ad hoc content experts as needed.

Table 1: Submission and Review Dates

Event	Starting Date of Event		Research Submit to Committee	Review Date	Comments & Decision Back to Researchers
	2012-2013 (Location)	2013-2014 (Location)			
TEE Tournament	9/10/12 (Iowa City, IA)	September, 2013 (Iowa City, IA)	5/30/13	6/13/13 (Thursday)	6/27/13
Summer Sports Clinic	9/16/12 (San Diego, CA)	September, 2013 San Diego, CA	5/30/13	6/13/13 (Thursday)	6/27/13
Creative Arts Festival	10/8/12 (Boston, MA)	10/21-27/2013 (Reno, NV)	7/1/13	7/11/13 (Thursday)	7/25/13
Winter Sports Clinic	3/30/13-4/6/13 (Snowmass,CO)	March 2014* (Snowmass,CO)	11/15/12	1/3/13 (Thursday)	1/17/13
Golden Age Games	5/30/13-6/4/13 (Buffalo, NY)	June, 2014* (TBD)	1/15/13	3/1/13 (Thursday)	3/15/13
Wheelchair Games	7/13-18/2013 (Tampa, FL)	July, 2014* (TBD)	3/1/13	4/15/13 (Thursday)	5/30/13

*Dates unknown at this time


 _____ NP 9/27/12
 Susan Pejoro, RN, MSN, GNP-BC Date
 Deputy Director, National Veterans Sports Programs and Special Events



 Chris Nowak Date
 Director, National Veterans Sports Programs and Special Events



Initial Date: 9/27/12
Revision Due: 10/1/13

**REQUEST TO COMPLETE RESEARCH AT THE NATIONAL
VETERANS SPORTS PROGRAMS AND SPECIAL EVENTS (NVSP&SE)**

Investigator Name: _____

Contact information (Address/Phone/Email):

VA Facility: _____

Title of Project: _____

Is this a funded research project?

No

Yes -> Funding provided by (please specify funding agency and grant #if applicable):

Please specify the Special Event:

Wheelchair Games

Winter Sports Clinic

Summer Sports Clinic

TEE

Creative Arts Festival

Golden Age Games

Please list key personnel:

Name	Degree	Role in Study

Checklist for what is needed to submit:

___ Request to review Research Study form

___ Research protocol – please see ‘Guidelines for Conducting Research at Special Events’
Document for further details of these sections

- Statement of overall Research and Development goal
- Project objective:
- Research Methodology
- Security issues addressed (e.g. informed consent storage while at Event)
- Safety issues addressed
- Dissemination plans
- Timeline

___ Investigative team – please specify

- For each person listed as key personnel, provide a summary of the persons expertise and role in the research study (e.g. functional statement)
- Provide proof of research training
- Assurance that conflict of interest does not exist

___ Approvals from all relevant regulatory boards

___ Response to comments if relevant

___ Copy of the approved informed consent document

___ Copy of the approved consent to allow audio and/or pictures for research