

**Use of VA employee time for VA Research funded through the Minneapolis VA Health Care System affiliated non-profit corporation (CVRE)**

1. The Minneapolis VAHCS Research Office hires employees for VA-funded research projects using term-limited appointments. The term of the appointment is determined by the duration of the project funding. For research projects administered by the affiliated non-profit corporation (Center for Veterans Research and Education, CVRE) personnel are hired through CVRE.
2. Occasionally it may be desirable for a VA employee who is named on a CVRE-funded research project to remain a VA employee. In all cases, prior approval of the Associate Chief of Staff/Research (ACOS/R) is required. Some examples include:
  - a. An investigator named on a CVRE funded project who is also actively pursuing VA grants and must have at least a 5/8ths VA appointment to be eligible to apply.
  - b. An employee who will be working for < 6 months on a CVRE funded grant but will be reverting to VA employee status afterwards, to ensure continued eligibility for VA benefits.
3. This arrangement will only be approved when the ACOS/R has determined that sufficient CVRE funds are available for the duration of the contracted period (e.g. allocated through an approved grant budget disbursement or the presence of sufficient residual funds). In cases where funding is allocated conditionally (e.g. sponsored projects where program funds depend on enrollment), this arrangement will not be allowed).
4. The mechanism by which a VA employee's salary can be offset by CVRE funds is an MOU (see attached example). After obtaining approval from the ACOS/Research, Research Office staff will prepare an MOU that specifies the terms of the agreement. The MOU will be signed off on by the ACOS/R and the CVRE Executive Director.
5. Generally, reimbursement under this mechanism will only be approved for 50% or less of a VA employee's time.