



Boston VA Research Institute, Inc.

Date: 11/1/2013

OPERATIONS

POLICY NO. 13-31

TITLE OF POLICY:

Boston VA Research Institute, Inc. (BVARI) FUNDED EDUCATION PROGRAM AND EVENT POLICY

1.0 PURPOSE

This policy establishes the guidelines regarding BVARI's support of extramurally sponsored educational programs and events.

2.0 SCOPE

BVARI provides a broad array of educational services to VA Boston Healthcare System (VABHS) faculty and stakeholders in the support of programs and events. Educational projects focus primarily on the issues related to veteran health related services at VABHS. While the majority of our work relates to health related research activities, broadening BVARI's scope and support of education allows commitment to continuance of professional studies and workforce development. BVARI's work is divided into four main categories: research and evaluation, professional development, management solutions, and public service.

3.0 POLICY

Extramural Sponsorship.

VA faculty and stakeholders who would like to apply for external funds to support an educational event shall submit in advance such requests through BVARI. It is noted that it is a Federal offense for VA employees to solicit external funding directly. Additionally, there are succinct regulations in allowing for-profit and pharmaceutical industry support of educational activities at VABHS. The BVARI Educational Handbook outlines these regulations in detail.

Approval Process

a. Education Event approvals must be obtained in advance from the BVARI Board of Directors after a VA Educational Committee has approved the intended event or project. The BVARI Board meets quarterly.

b. Education Forms must be submitted to BVARI two weeks prior to the board meeting at which approval will be requested.

c. Upon approval by the BVARI Board of Directors, the event organizer will receive a written approval letter from BVARI.

BVARI Fees and Charges

BVARI's Indirect Cost Rate for Education is 15% and will be applied to all Educational funds received by BVARI. This fee should be included on the Education Budget Form on the appropriate line in the cost estimate and should be included in the total budget, i.e., deducted from the function revenues, or from an existing BVARI account.

The BVARI Educational Handbook outlines the allowable and disallowable expenses to include Facility Contracts, Registration Fees, Meeting Insurance, together with expenses related to meals and functions.

4.0 DEFINITIONS

Educational Activities Educational activities that have been approved by the VA medical center Education Committee in accordance with criteria established in 38 U.S.C. 7362 (b), and reasonable and usual preliminary costs for activity planning prior to approval. Types of education and training activities that may be approved are patient-related activities and employee-related activities, including activities for employees of VHA taking part in residency and other training programs designed to prepare an individual for an occupation or profession in health care. NPCs may collaborate with VA's Employee Education System (EES) to support approved education and training activities for the VA medical center(s) or other educational activities permitted by Federal law.

5.0 RESPONSIBILITIES

5.1 BVARI Board of Directors: The BVARI Board of Directors is responsible for the overall policy, planning, and coordination of all BVARI activities within the VA Boston Healthcare System.

5.2 CEO: The BVARI CEO is responsible for developing, administering, and coordinating a business process that provides optimal internal controls for BVARI.

5.3 DIRECTOR OF OPERATIONS: BVARI's Department Director is responsible for ensuring that the BVARI employees follow the policies defined in the policy.

6.0 PROCEDURES

Procedures as described in the BVARI Education Handbook.

7.0 RELATED DOCUMENTS:

BVARI Education Handbook
Education Project Intake Form.doc
Education Project Budget Template.xls
Conflict of Interest Policy Revised 2 3 12.docx

8.0 REVISION HISTORY

Revision Letter	Author	Revision Date	Description of Changes
A	Nancy Watterson-Diorio	11/06/2013	Original policy
B			

Transmittal Sheet

REASON FOR ISSUE:

SUMMARY OF CHANGES:

RELATED DOCUMENTS:

RESPONSIBLE OFFICER:

Director of Operations

RECERTIFICATION: This policy is scheduled for recertification on or before the last working day of November 2018.



Martin Abramson

Chariman of the Board

DISTRIBUTION

Board of Directors, Date: 12/5/13

FLD: Sharepoint Server _____ E-mailed _____ to:

BVARI Staff, Stakeholders