|  |  |  |  |
| --- | --- | --- | --- |
|  | **Department of  Veterans Affairs** | Memorandum | |
| Date: | ……………, 202# | |
| From: | ACOS for Research or R&D Committee Chair (151) | |
| Subj: | Request for Outside Compensation Affiliate or VA Non-Profit Corporation (NPC) | |
| To: | Approving Official (VAMC Director or COS) | |

1. This memorandum concerns approval for the VA employees listed below to receive outside compensation from [ENTER AFFILIATE OR NPC NAME] to perform the VA-approved research project titled [ENTER TITLE]. The project is funded/sponsored by (XXX) and administered through the Affiliate or VA NPC.

|  |  |  |  |
| --- | --- | --- | --- |
| VA Employee Name | VA Title | Payor: Affiliate or NPC Name | Yearly Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. This direct compensation from the Affiliate/NPC is consistent with the intent of 38 U.S.C. § 7382(b).

1. All future changes that impact the approved compensation by greater than 25% of the approved amount will require: 1) updated Agreement between the institutions, and 2) updated Request for Outside Compensation memorandum.
2. The R&D Committee considers this research beneficial to VA and Veterans’ Health Care. The proposed outside compensation for the specified VA employee(s) has been reviewed by (enter R&D Committee for initial review or ACOS/R&D for modifications following initial approval) and approval has been recommended.
3. Approval will be considered for the life of the project unless future changes as designated in #3 occur.

Approve Not Approve

VA Medical Center Approving Official