



Tuscaloosa Research & Education Advancement Corporation

VA Medical Center (151C)
3701 Loop Road East
Tuscaloosa, AL 35404

TREAC Policy

Transfer Policy: Active Projects & Residual Funds

All funds deposited in the Tuscaloosa Research & Education Advancement Corporation (TREAC) and all equipment purchased with TREAC funds are the property of TREAC and are subject to policies and procedures established by the board of directors. Principal Investigators (PI) will be given the opportunity to present transfer requests prior to board decisions. Requests must be made within 90 days of terminating employment and the board will make a decision for approval or non-approval within 90 days of the request. Decisions of the board are final.

A. Transfer of Funds Associated with an Active Research or Education Project

External Transfer: Transfer of an active research or education project and the associated TREAC funds and/or TREAC-owned equipment may be made only after approval by the board of directors, the project's sponsor (if applicable) and the receiving institution. Such transfers may be made only to another 501(c)(3) non-profit organization with the same stated exempt purpose of conducting research, or to a local, state or federal government entity. An investigator, who wishes to relocate an approved active research or education project, must submit a written request for such a move to the TREAC board of directors through the Executive Director (See Attachment A). The Executive Director will determine whether all outstanding financial obligations related to the project have been fully met. TREAC may hold back as much as 20% of the remaining project funds for up to 90 days to cover any cost that may become apparent after the transfer has been executed.

Internal Transfer: The Tuscaloosa VAMC IRB, Tuscaloosa VAMC R&D, and the project sponsor (if applicable) must be notified of any substantial change in the status of the designated principal investigator on an active research project or education activity. Changes such as assigning a replacement principal investigator or changing the PI's

role can be made only with prior written approval of the project sponsor (if applicable), the Tuscaloosa VAMC R&D Committee and the Tuscaloosa VAMC IRB. If the designated principal investigator of an active research project relocates, is terminated from the study, or in the event of death, a written request to assign a replacement principal investigator must be submitted to the Tuscaloosa VAMC IRB, Tuscaloosa VAMC R&D, and project sponsor (if applicable). In addition, an amendment changing the principal investigator name must be executed if a clinical research agreement is involved (See Attachment B).

B. Residual Funds (Completed Studies)

Funds remaining from completed projects are generally referred to as “residual funds” or “completed studies funds”. Use of such funds for general research and education purposes is predicated on first fulfilling all requirements specified by the sponsor at the time funds are initially received. Completed studies funds may be used only for scientific and professional expenditures and must further the conduct of VA-approved research or education. In the event an investigator ceases conducting research, retires, dies or otherwise terminates his or her employment at the Tuscaloosa VA Medical Center or with TREAC itself, all completed studies funds remaining in the investigator’s general research (completed studies) account will be transferred to the TREAC administrative account and used at the discretion of the board of directors. Completed Studies funds may be transferred internally to another investigator, externally to another 501(c)(3), or remain in the TREAC administrative account. Residual funds in an investigator’s completed studies account may be used for any research or education project requested by the investigator with justification.

C. Start-Up Funds for Principal Investigators Relocating to Another VAMC

In the interest of fostering VA research and education, when a principal investigator relocates to another VAMC, the board of directors may approve a donation to the non-profit research corporation at the destination VAMC to be used as start-up funds for the investigator. To be eligible for start-up support, the investigator must have an expectation of conducting at least one ongoing project at the new site or a reasonable prospect of initiating a new study within a reasonable time of terminating employment at Tuscaloosa VA Medical Center. The investigator must provide justification for the requested amount based on anticipated start-up costs.

D. WOC Principal Investigators

In the event an investigator terminates his or her VA employment with the Tuscaloosa VA Medical Center, the investigator may submit an application for a Without Compensation (WOC) appointment to the Tuscaloosa VA Medical Center. If approved by the board of directors, WOC employees may continue to maintain TREAC accounts and TREAC-owned equipment. Appropriate expenditures can be made for the general support of the WOC investigator's research and/or education activities. All TREAC accounts maintained by WOC investigators may be reviewed at anytime by the board of directors to determine their appropriateness.

Reference: *An Update on NPC/VA Operational Issues*. NAVREF 2005 Annual Conference; Buffalo Institute for Medical Research, Inc.; Atlanta Research and Education Foundation