

<b>Baltimore Research and Education Foundation, Inc.</b>	<b>Reimbursement to the VA Medical Center for Clinical Services Provided for Research Purposes Policy</b>	No.		12
		Effective Date		05/04/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will reimburse the VA Medical Center for clinical services provided for research purposes.

2.0 Scope

This policy applies to Principal Investigators (PI.s) using VA clinical services.

3.0 Policy

3.1 Baltimore Research and Education Foundation has a responsibility to reimburse the VA Medical Center for costs relating to clinical services provided by the VA in the performance of research studies administered by BREF that are beyond normal patient care activities.

3.2 Study budgets should include ample funding to cover cost reimbursement to the VA for all research-related clinical services that go beyond what would have been provided had the subject not been enrolled in the research study.

3.3 The study PI and BREF must work together to determine the VA services provided for each research study, obtain the VA cost for the services and initiate a Bill of Collection from the VA to BREF to reimburse for these services.

4.0 Definitions

Forms: A memorandum of understanding between the VA Maryland Health Care System and BREF – See Appendix A

5.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
05/04/2009	A	Heather Riley	Put policy in approved format.
01/26/2011		Shirley Rutledge	Minor wording changes made. Policy approved at the BREF Board meeting held 1/26/2011.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE VA MARYLAND HEALTH CARE SYSTEM  
AND  
THE BALTIMORE RESEARCH AND EDUCATION FOUNDATION, INC.**

1. The Baltimore Research and Education Foundation, Inc. (BREF) is a nonprofit corporation established under the authority of section 7361 et seq. of Title 38 United States Code, to further the conduct of research and education at the VA Maryland Health Care System (VAMHCS), Baltimore, MD.
2. The purpose of this Memorandum of Understanding is to facilitate the reimbursement of funds from BREF to the VAMHCS.
3. VA resources described in paragraph four may be used in the conduct of approved VA research projects or education activities supported by BREF. For accounting purposes VAMHCS shall bill BREF on a monthly basis for the reimbursement of the resources used. The cost basis will be that defined on the Clinical Impact Statement at project initiation or, if not related to the provision of clinical services, the basis specified in paragraph four.
4. Resources that VAMHCS may furnish and seek reimbursement from BREF include the following:
  - a. Clinical services furnished solely for research purposes, e.g., laboratory, radiology/nuclear medicine, gastroenterology, cardiology or other tests or exams conducted as part of an approved research project;
  - b. Pharmacy services furnished solely for research purposes, e.g., study setup fees for clinical trials, dispensing fees, drug preparation fees, drug acquisition costs, etc.;
  - c. Veterinary Medical Unit (VMU) services, e.g., animal boarding charges, OR charges, special services fees (receiving, containment surcharges, etc.) to be billed at rates approved by IACUC;
  - d. Personal services costs to be billed at actual salary and benefits costs;
  - e. Other goods and services which may, from time to time, be mutually beneficial, to be billed at VA cost.
5. This Memorandum of Understanding is effective until terminated by either party on 30 days written notice.
6. Authority for this Memorandum of Understanding is 38 U.S.C. Chapter 73, Subchapter IV.
7. Signatures:

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Thomas Scheffler  
Chief, Fiscal Service, VAMHCS

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David E. Johnson, Ph.D.  
Executive Director, BREF

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Date

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Date