

**INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF  
REQUESTS FOR OFF-SITE WAIVERS**

1. **Format.** Applications should consist of single-spaced typed pages. Use only letter-quality print. The font size should be at least eleven point with no more than fifteen characters per inch and no more than six lines per inch.
2. **Content.** Each application should consist of the following materials:
  - a. A cover sheet listing the following information in the order specified:
    - (1) Off-Site Waiver Request.
    - (2) Type of waiver requested (partial or full off-site waiver).
    - (3) Approving Research Service (Medical Research Service (MRS), Rehabilitation Research and Development Service (RR&D), Health Services Research and Development Service (HSR&D), or the Cooperative Studies Program (CSP)).
    - (4) VA medical center name and address.
    - (5) Investigator's name and degree(s).
    - (6) Investigator's title and VA appointment (in 8ths).
    - (7) Review cycle or submission deadline for proposed off-site research.
    - (8) Title of investigator's research proposal (for ongoing programs).
    - (9) Proposed off-site location.
    - (10) Name, title, and signature of the Associate Chief of Staff for Research and Development.
    - (11) Name, title, and signature of the medical center Director.
  - b. A narrative describing the following:
    - (1) **Importance of the Research to the VA Research Portfolio and Patient-care Mission.** The importance of the proposed area of research to veterans' health issues and the contribution of the specific research to our understanding or treatment of a particular disease or health problem must be clearly described.
    - (2) **Need to Use Unique or Specialized Facilities or Equipment not Available at VA.** Describe any specialized equipment or unique facilities that are not available or cannot be

reproduced at VA. Briefly explain why the proposed research cannot be done without access to these facilities or equipment. Explain what portion of the investigator's research effort requires these facilities. Clearly identify what portion of the proposed research, if any, will be performed in on-site research space.

(3) **Lack of a Suitable or Sufficient Performance Site Within VA Space.** If adequate space for an investigator's research program is not available on-site, the medical center must demonstrate that VA-funded investigators occupy all usable VA laboratory space or explain alternative space assignments. If a portion of the proposed research needs to be performed off-site, a partial off-site waiver should be requested.

(4) **Long- and Short-term Plans to Acquire Additional Research Space.** Clearly describe long- and short-term plans to acquire additional research space. Plans to acquire additional space may include construction of new research space, renovation of current research space, renovation of other (non-research) space within the VA medical center, or negotiation with an affiliate institution for leased space. During construction or renovation of additional research facilities, plans for interim use of off-site space prior to relocation of investigators to VA-controlled space will be considered. If interim use of off-site space is requested, a timetable for relocation of off-site investigators to VA-controlled space must be provided.

(5) **Status of Formal Lease Agreements that will be or have been Negotiated for Research Space.** Clearly explain the terms and current status of any lease agreements. Plans for interim use of off-site space during the final stages of lease negotiations will be considered. If a lease agreement is to be negotiated, it is preferred that it be for a block of contiguous space rather than for scattered, independent laboratories. Investigators working in leased space approved for research use do not require off-site waivers. The use of leased space must be clearly indicated in the Resources section of any research proposals submitted for funding.

c. **A Spreadsheet or Table Detailing VA Research Space Utilization.** Any discrepancies from the data contained in the Research and Development Information System (RDIS) Space Utilization report should be explained. The following information must be included for each room:

- (1) Room number,
- (2) Use (Office, laboratory, core facility, etc.),
- (3) Research space in square footage,
- (4) Investigator assigned to that room, and
- (5) Investigator's funding source(s).

3. **Due Dates.** Applications must be submitted at least 60 days prior to the due date for receipt of proposals.

April 24, 2001

**4. Mailing Addresses.** Applications are to be mailed to the address listed for the appropriate research service:

**a. Medical Research Service**

Medical Research Service (121E)  
810 Vermont Ave, NW  
Washington, DC 20420

If courier or commercial overnight delivery service is used, send to:  
Medical Research Service (121E)  
1400 Eye Street, NW  
Suite 400  
Washington, DC 20005  
(202) 408-3611

**b. Rehabilitation Research and Development Service**

Rehabilitation R&D Service (122)  
810 Vermont Ave, NW  
Washington, DC 20420

If courier or commercial overnight delivery service is used, send to:  
Rehabilitation R&D Service (122)  
1400 Eye Street, NW  
Suite 700  
Washington, DC 20005  
(202) 408-3678

**c. Health Services Research and Development Service**

Health Services R&D Service (124B)  
810 Vermont Ave, NW  
Washington, DC 20420  
(202) 273-8287

**d. Cooperative Studies Program**

Cooperative Studies Program (125B)  
810 Vermont Ave, NW  
Washington, DC 20420  
(202) 273-8248