Research Reimbursement for Service Lines

Checklist for Collaborating with NPCs

This document is intended as a guide for local research services, research pharmacy services, and local fiscal services to collaborate with that Nonprofit Research Corporation (NPC) that services the facility. This document contains general recommendations for establishing a working relationship between VAs and NPCs and for identification key contacts and stakeholders. Local workflows, policies, and procedures should be developed to define optimal working relationships.

A note on Memorandum of Understanding (MOU): The MOU that allows for VA reimbursement is already in place for each NPC and Multi-NPCs. These NPCs were updated nation-wide as of September 1st, 2023 and are on file with the Nonprofit Program Office (NPPO). A copy of the MOU must also remain in the NPC's file. Your Service Line does not need a separate MOU for each research project or Service. Your site's MOU encompasses all research at the site.

Getting Started

☐ **1.** Establish appropriate Research Appropriation Fund Control Point.

   a. Work with your local Fiscal Contact to establish fund control point 0161X2, which is required for all Research NPC reimbursements.

   b. Account 0161X2 is a no-year fund account without fiscal year limitations.

☐ **2.** Develop a local Service Impact Form and process for completion.

   a. Service Impact Form should be completed by Principal Investigator or Designee and Service Line Contact for each research study that is eligible for reimbursement via NPC and involves the Service Line.

   b. The Service Line Contact must include the NPC Contact on communication when returning finalized Service Impact Form to Principal Investigator or Designee.

☐ **3.** Determine the frequency for requesting reimbursement from the NPC.

   a. Collaborate with the NPC Contact, local Fiscal Contact, and local Research Contact or Service Line Contact who will be submitting Bills of Collection to determine how frequently this will occur. Suggested frequency is quarterly.

   b. Confirm with NPC Contact and Local Fiscal Contact timeframe from receipt of Bill of Collections to receipt of payment from NPC. Suggested timeframe is 30 days or dependent on when the NPC receives funds.

Establishing a Service Budget for Clinical Trials

☐ **1.** Complete the Service Impact Form for each study requiring involvement from your Service Line.

  a. Service Impact Form must be filled out by Principal Investigator or Designee and returned to Service Line Contact for review as early in site selection process as is feasible.

  b. Service Line Contact will assess feasibility and generate a budget. Budget will be returned to Principal Investigator or Designee and NPC Contact for inclusion in contract negotiations. NPC Contact must confirm receipt of Service Impact Form.

  c. NPC Contact must communicate **if negotiated amounts differ** from submitted budget. Service Line Contact must have the opportunity to reassess feasibility of the clinical trial against the proposed reimbursement schedule.

Submitting for Reimbursement for Clinical Trials

☐ **1.** NPC Contact, or designee, will calculate the reimbursable amount on a recurring, agreed upon basis and notify local Research Contact and/or Service Line Contact.

☐ **2.** Service Line Contact should review the calculated reimbursable amount against expected charges and fees for the billing period. Work with NPC Contact to clarify any discrepancies prior to Bill of Collection submission.

☐ **3.** Local Research Contact or Service Line Contact will create a Bill of Collection for each Research Project requiring reimbursement during the billing period. Review and submit to NPC per local policy.

☐ **4.** NPC will deposit a check through the VA Agent Cashier within the agreed upon timeframe for payment of Bills of Collection. The VA Agent Cashier must deposit the check into the correct Research Appropriation Fund Control Point 0160R.

☐ **5.** Fiscal Service Contact will provide a General Ledger Report to the Local Research Contact or Service Line Contact to assist in auditing of payments and processing of Transfer of Disbursing Authority (TDA) reports.

☐ **6.** Local Research Contact or Service Line Staff must match the billing numbers from each Bill of Collection against the General Ledger Report report to determine which bills/expenses were paid during the billing period.

☐ **7.** Upon payment, Local Research Contact or Service Line Staff must request a cost transfer to move funds received into the Research Appropriation into the Fund Control Point where expenses were occurred.

Identifying Key Contacts

Primary Stakeholders		
	Contact Name	Contact Email
Service Line Contact		
Nonprofit Research Corporation (NPC) Contact		
Local VA Fiscal Contact		
Research- Administrative Officer		
Local Research Contact for Reimbursement		

Reimbursement Process Roles	Responsible Individual
NPC Contact for submission of Service Impact Form	
NPC Contact for calculating and communicating billable amounts	
Research Contact or Service Line Contact for Creating Bills of Collection	
Research Contact or Service Line Contact Approving Official for Bills of Collection	
Fiscal Contact to audit and submit Bills of Collection	
Fiscal Contact to provide General Ledger Report and process TDAs	
Research Contact or Service Line Contact to request fund transfers and audit payments	

Helpful Resources and References

1. VHA Handbook 1200.17, "Department of Veterans Affairs Nonprofit Research and Education Corporations Authorized by Title 38 United States Code (U.S.C.) Sections 7361 Through 7366"
2. ORD Field Finance Resource Center - Home (sharepoint.com)
3. Finance Monthly Training Series: The Reimbursable Process

Frequently Asked Questions

1. Where can I find a copy of the Memorandum of Understanding (MOU) that allows for VA reimbursement for my Nonprofit Corporation (NPC)?
    a. Each NPC and the Nonprofit Program Office (NPPO) retains a copy of this MOU on file. Contact your NPC contact or NPPO (contacts available through website Nonprofit Program Office (NPPO) (va.gov)) to request a copy.

2. Is a new MOU required for each research project?
    a. No! Each study will require a separate clinical impact form but a new MOU is not needed for each project. All research projects are covered by the general reimbursement MOU that is in place between the NPC and each VA site.