

Department of Veterans Affairs

Memorandum

Date:

From:

Subj: Recruitment of Non-Veteran Research Subjects

PI's Name:

Project Title:

Project Number:

To: R&D Committee Chair

1. The purpose of this memorandum is to request permission to recruit non-Veteran research subjects for this study. The recruitment of non-Veterans is not for the sake of convenience for this study. The objective and justification for enrolling non-Veterans is: _____ *may be that the targeted population are non-Veterans, such as providers who care for veterans or the veteran's family members; or that there are not enough veterans available to reach the sample size needed to draw meaningful conclusions, etc...* _____

Although non-Veteran subjects will be recruited, we believe the results will be generalizable to the Veteran population. The approximate number of non-Veterans to be enrolled is: _____.

2. The study was approved by the IRB contingent on the allowance of non-Veteran inclusion on : _____ **OR** the study is pending review by the IRB based on the ability to include non-Veteran subjects.

For research related injuries: For any non-Veteran injured because of participation in this study, immediate care will be provided. The protocol outlines the extent to which medical services will be provided.

For a multisite study only: In this study it is/is not anticipated that any inpatient care will be needed however, we have made arrangements with the study site(s) for the provision of care if needed. The study budget was reviewed and funding will be reserved to accommodate the enrollment of non-Veterans.

For a DOD/VA joint study: Active duty will be recruited for enrollment and agreements are in place that all research related injuries of an active duty enrolled in this protocol will be treated (either inpatient or outpatient) by the DOD. In the event

that an active duty person is within a VA medical facility when emergent care is needed, the emergency treatment will occur within VA until the subject is stabilized and then the active duty member will be transferred to the nearest DOD medical facility that is capable of caring for the injury/problem.

3. All non-Veterans will be advised of the VA privacy notices and practices IAW VHA Handbook 1605.04, Notice of Privacy Practices,
4. Please contact me if additional information is needed. Your consideration of this request for permission to recruit non-Veterans as research subjects is greatly appreciated.
5. Thank you for your consideration.

Signature of PI

Attachments: (list any attachments)

Signature/Approval of R&DC Chair/Designee

Date