

DEPARTMENT OF VETERANS AFFAIRS
South Texas Veterans Health Care System
7400 Merton Minter Boulevard
San Antonio, Texas 78284

RESEARCH SERVICE
MEMORANDUM 05-28

January 27, 2005

SPACE SUBCOMMITTEE

1. PURPOSE: To outline the process by which the Research and Development Committee delegates the task of overseeing the utilization of research space assigned to the STVHCS Research Service.
2. POLICY:
 - a. VA Manual M-3 tasks the Research and Development Committee with the responsibility of oversight of the allocation and utilization of research space within the facility.
 - b. VACO Office of Research and Development has directed that investigators receiving VA research funding be located within VA facilities, except for individual waivers.
 - c. The STVHCS Research and Development Committee has delegated its oversight responsibilities for the allocation and utilization of STVHCS research space to an R&D Committee subcommittee, the Research Space Subcommittee.
3. PROCEDURES:
 - a. Delegation: A Research and Development Committee subcommittee, Research Space Subcommittee, will be maintained to evaluate and recommend space allocations to meet the VACO requirements for supporting VA research, to support high quality research within the STVHCS, and support the recruitment and retention of outstanding investigators to support the research mission of the VA.
 - b. Membership: Members of the Subcommittee will include ACOS for Research and Development; Administrative Officer for Research and Development; Chair of the Research and Development Committee; four research investigators (at least two being VA-funded). Investigator positions will be recommended to the R&D Committee by the ACOS for R&D and will serve three-year terms. The chair shall be one of the VA-funded investigators.
 - c. Meetings: The Subcommittee will meet on a quarterly basis or as needed.
 - d. Criteria for Space Allocation and Reallocation. The Subcommittee will establish and maintain a statement of the criteria and priorities on which the Subcommittee will base its evaluations and recommendations. This will include criteria and procedures for initial space allocation, changes in space, and reallocations. This criteria statement will be reviewed annually and updated as necessary.
 - e. Requests for Space: Based on its criteria statement, the Subcommittee will determine what information it requires from those investigators wanting new, additional, or changes in assigned

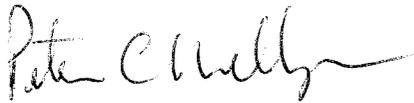
research space. A designated form documenting the required information must be submitted by the requesting investigator, with details and supporting justifications as to why new, additional, or changed space allocation is required.

f. Reviews: The Subcommittee will evaluate all space requests using the criteria guidelines it has established for priority of assignments. On an annual basis, the Subcommittee will evaluate all current space assignments, using established criteria, to determine if assignments should be changed.

g. The Subcommittee recommendations will be documented in minutes and provided to the Research and Development Committee.

5. RECISSION: None.

6. REVIEW DATE: January 2006

A handwritten signature in black ink, appearing to read "Peter Melby". The signature is fluid and cursive, with a long horizontal stroke at the end.

PETER MELBY, M.D.
ACOS for Research and Development