Manual M-3, Research and Development in Medicine. Part I, General

Chapter 6, Employee Travel

(Paragraphs 6.01 through 6.03)

Revises Chapter 6 through Change 14, dated September 12, 1973

This document includes:

Title page and title page verso for M-3, Part I, dated March 5, 1985 Foreword for M-3, Part I, dated October 30, 1992 Rescissions page M-3, Part I, dated October 30, 1992 Contents page M-3, Part I, dated May 20, 1994 Detailed Contents pages for M-3, Part I, dated May 20, 1994

Text for Chapter 5, dated March 5, 1985

Changes prior to 1974 located at the end of the document:

Change 14, dated **September 12, 1973**

Change 13, dated October 22, 1972

Change 12, dated August 7, 1972

Change 11, dated March 31, 1972

Change 6, dated November 3, 1969

Change 3, dated February 28, 1964



Research and Development in Medicine General

March 5, 1985

Part I, "General," VA Department of Medicine and Surgery Manual M-3, "Research and Development in Medicine," is published for the compliance of all concerned.

JOHN W. DITZLER, MD. Chief Medical Director

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FOREWORD

VA (Department of Veterans Affairs) Veterans Health Administration Manual M-3, "Research and Development in Medicine," Part I, "General," April 27, 1982, has been completely rewritten to incorporate all policy and procedural changes arid additions in the administration of research and development since that date. Parts II, III, and IV have also been completely rewritten to provide a convenient, readable set of documents for clear communication and effective administration of research and development. Similar reissuances are planned at 2-year intervals in the future.

The Research and Development Manual covers all three Research and Development Services and is organized as follows:

The provisions of this manual apply to all medical, rehabilitation and health services research conducted in VA medical centers, both locally and centrally reviewed.

RESCISSIONS

The following material is rescinded:

1. COMPLETE RESCISSIONS

a. Manuals

M-3, part I, chapter 9, dated March 5, 1985, and change 3 dated January 6, 1988 M-3, part I, chapter 12, dated January 31, 1989

b. Interim Issues

II 10-68-2

II 10-68-3

II 10-69-14

II 10-81-44

c. Circulars

10-84-75

10-84-198 and Supplement No. 1

10-85-128

10-87-27 and Supplement No. 1

10-87-53 and Supplement No. 1

10-87-110 and Supplement No. 1

10-89-034 and Supplement No. 1

10-89-131 and Supplement No. 1

10-90-044 and Supplement No. 1

10-90-046 and Supplement No. 1

10–90–052 and Supplement No. 1

10-90-069 and Supplement No. 1

10-90-115

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March 5, 1985 M-3, Part I

CHAPTER 6. EMPLOYEE TRAVEL

6.01 LOCALLY DIRECTED TRAVEL

Locally directed travel is paid from funds specifically allocated for that purpose to the VA facility. The facility Director may authorize employee travel expenditures from allocated funds in accordance with the policies of the VA. Authorized travel from R&D (research and development) funds is for the purpose(s) of:

- a. Attendance at a professional meeting to present an R&D report or to participate in an organized discussion of medical, scientific, or technical subjects pertinent to the investigator's R&D work.
- b. Informal exchange of medical, scientific or technical information, including receiving instruction in applicable topics.
 - c. Training in the use of specialized R&D equipment and techniques.
 - d. Participation in multifacflity research and development other than when the travel is centrally directed.

6.02 CENTRALLY DIRECTED TRAVEL

- a. Travel requested by an employee for any other purpose intrinsic to the R&D program requires prior approval by the Director of the pertinent R&D service in VA Central Office. The request, approved by the facflity's Director, will include the reason, mode, and dates of travel, estimated per them or expenses and transportation costs, and the amount of travel money required from VA Central Office funds. This category includes travel for certain committee meetings and permanent transfer of R&D employees. Requests shall be directed to the Director of an appropriate R&D service in VA Central Office through established administrative channels at least 30 days prior to the travel date.
- b. When an appropriate person in VA Central Office requests an employee to attend a meeting, training session, or similar activity related to research and development, such travel requires approval by the facflity's Director and funds **win** be provided by VA Central Office.
- c. Regulations will be consulted regarding travel reimbursements from non-Federal sources. (See M-8, pt. V, ch. 9.)

6.03 FOREIGN TRAVEL

- a. Facility Directors may authorize or approve travel to Canada and Mexico with VA funds or for authorized absence only see MP-1, pt. II, ch. 2, app. A), and may approve travel to other foreign countries *only when specific conditions are met* (see detailed foreign travel instructions in M-8, pt. V, ch. 6). Otherwise, all foreign travel must be approved/dish2proved by the Chief Medical Director (144C). For purposes of this chapter, foreign travel encompasses locations other than U S. Territories and possessions, and Puerto Rico.
- b. Travel, attendance, or participation at meetings while exclusively on annual leave or leave without pay does not require such approval.
- c. M-8, part V, chapter 9 contains policy on acceptance of gifts and donations in cash -or in kind by DM&S employees in connection with official travel involving training in non-Government facilities or attendance at meetings.

September/12, 1973

Part I, Revised, "Research Program," VA Department of Medicine and Surgery Manual M-3, "Research and Education in Medicine," is changed as indicated below:

NOTE: The purpose of this change is to revise research and education policies to clarify application procedures.

Page 6-1, paragraph 6.02, lines 8 through 10. Delete "The Chief Medical Director . . . authority."

Page 6-5, paragraph 6.06b(3)(c) lines 2 and 3: Delete "The waiver . . . for the position." and insert "The Chief Medical Director, or his designee, may waive this requirement if he determines it to be in the best interests of the VA. (NOTE: Only those non-citizen candidates who are eligible for appointment as a non-citizen under the provisions of MP-5, part II, chapter 2, may be nominated for selection as R&E Associate. Those selected as R&E Associate will be processed and approved for appointment in accordance with these provisions.)"

Page 6-8, paragraph 6.09d(10): Delete "bibliography of the proposed sponsor." and insert "a one page bibliography listing the recent publications (within 3 years) of the proposed sponsor."

Page 6-9, paragraph 6.09:

Subparagraph d(12): Under "(12)" insert "(13) Reprints. Any reprints or manuscripts the applicant wishes to submit as part of the application. A maximum of five copies should be submitted."

Subparagraph e

Subparagraph (10): Delete "bibliography of the proposed preceptor." And insert "a one page bibliography listing the recent publications (within 3 years) of the proposed preceptor."

Subparagraph (11): Under subparagraph "(11)" insert "(12) Reprints. Any reprints or manuscripts the applicant wishes to submit as part of the application. A maximum of five copies should be submitted."

M.J. MUSSER, M.D. Chief Medical Director

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October 22, 1972

Part I, Revised, "Research Program," VA Department of Medicine and Surgery Manual M-3, "Research and Education in Medicine," is changed as indicated below:

NOTE: The purpose of this change is to revise research and education policies and to clarify application procedures.

Page 6-2, paragraph 6.03b(4), lines 1 through 3: After "Funding." delete "A maximum . . . R&E Committee." and insert "Will include the investigators salary including benefits plus an additional amount for research support as determined by the ACMD for R&E in Medicine. These funds will be provided to the appropriate VA hospital from research funds."

M.J. MUSSER, M.D. Chief Medical Director

Distribution: RPC: 1041

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August 7, 1972

Part I, Revised, "Research Program," VA Department of Medicine and Surgery Manual M-3, "Research and Education in Medicine," is changed as indicated below:

NOTE: The purpose of this change is to revise research and education policies and to clarify application procedures.

Page 6-6, paragraph 6.07a, line 1: After "Medicine" delete the period and insert "when indicated or when appropriate."

Page 6-10, paragraph 6.10a, line 7: After "(151L)." Insert "(For text of investigator's progress report, see subpar. d(1) (b) below.)"

M.J. MUSSER, M.D. Chief Medical Director

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March 31, 1972

Part I, Revised, "Research Program," VA Department of Medicine and Surgery Manual M-3, "Research and Education in Medicine," is changed as indicated below:

NOTE: The purpose of this change is to revise research and education policies and to clarify application procedures.

Page ii, paragraph 1b: Add: "II 10-69-14".

/ Pages iii and iv: Remove these pages and substitute pages iii and iv attached. (Contents brought up to date.)

/Pages 6-1 through 6-11: Remove these pages and substitute pages 6-1 through 6-11 attached. (Ch. 6 revised.)

√Pages 8-1 through 8-3: Delete paragraphs 8.04 through 8.07.

RESCISSION: II 10-69-14.

M.J. MUSSER, M.D. Chief Medical Director

Distribution: RPC: 1041

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November 3, 1969

Part I, Revised, "Research Program," VA Department of Medicine and Surgery Manual M-3, "Research and Education in Medicine," is changed as indicated below:

NOTE: The purpose of this change is to formalize the Research and Education Career Development Program by including all instructions and procedures in chapter 6.

Page ii, paragraph l

√Subparagraph a: Add "Change 3, dated February 28, 1964, to M-3; part I".

Subparagraph b: Add:

√"II 10-68-2

√II 10-68-3"

Pages iii and iv: Remove these pages and substitute pages iii and iv attached. (Contents brought up to date.)

√ Pages 6-1 through 6-4: Remove these pages and substitute pages 6-1 through 6-11 attached.

Page 7-1: Remove this page. (Ch. 7 incorporated in ch. 6.)

VRESCISSIONS: Change 3, dated February 28, 1964, to M-3, part I; II 10-68-2 and II 10-68-3.

H. M. ENGLE, M. D. Chief Medical Director

Distribution: RPC: 1041

 $\mathbf{F}\mathbf{D}$

February 28, 1964

Part I, Revised, "Research Program," VA Department of Medicine and Surgery Manual M-3, "Research and Education in Medicine," is changed as indicated below:

NOTE: The purpose of this change is to prescribe the administration and operation of clinical investigator and research associate programs.

Pages iii and iv: Remove these pages and substitute pages iii and iv attached. (Contents brought up to date.)

Pages 6-1 and 6-2: Remove these pages and substitute pages 6-1 through 6-4 attached. (Sec. II added.).

JOSEPH H. McNINCH, M. D. Chief Medical Director

Distribution: Same as M-3, part I, rev.

1 2 2 2 1 1 1 - 3 - 6 1 1 - 3 - 6 1 1 - 3 - 6 1