

## **CHAPTER 7. EMPLOYEE TRANSFER**

### **7.01 PERSONAL TRANSPORTATION**

R&D (Research and Development) employees, their families, and household goods may be transported using R&D funds in accordance with existing policy. Prior approval must be obtained from the Director of the pertinent R&D service in VA Central Office. In soliciting VA Central Office approval, the move must be justified and the request must include approval of the Director of each facility involved.

### **7.02 MATERIALS TRANSFER**

R&D equipment and materials may be transferred with an investigator at research and development appropriation expense upon approval of the Director of the R&D service. The request for permission to transfer equipment and materials must include specific approval by the Director of each facility involved as well as the justification for and details of what is being transferred.

### **7.03 FUNDING OF RESEARCH**

Salary and funding of an investigator are not transferred directly from the former to the new facility. The Director of the R&D service involved must approve any interim funding arranged at the new facility and a project already funded at the prior location must be resubmitted by the Director of the new facility after R&D Committee approval. The Director of the R&D service may also approve funding for a "phase out" period after the investigator's departure from the prior facility. If a project in a centrally directed program is to be transferred, it must be reviewed and approved by the new facility's R&D Committee, a new budget submitted, and the transfer requested by the new facility's Director. If there are operational implications for the prior facility, concurrence of the facility's Director is also required. (See also par. 4.06.)

### **7.04 EXPENDITURE CONTROL**

In effecting transfers, the facility Directors will avoid, insofar as possible, any requirement for additional funds from VA Central Office.