
NAVREF Workshop for New NPC Executive Directors and Senior Staff

Location: Courtyard by Marriott Chevy Chase
5520 Wisconsin Avenue
Chevy Chase, Maryland

Dates: May 20-21, 2010

Sponsored by



National Association of Veterans'
Research and Education Foundations

Tentative Program

Thursday, May 20

Time	Topic
7:30 a.m.	Registration and Continental Breakfast
8:00 a.m.	Introductions and Welcome
8:15 a.m.	The Value NPCs Bring to VA Research and Program Objectives
8:30 a.m.	NPC Authorizing Statute – 38 USC §§ 7361-7366 <ul style="list-style-type: none">• Key Provisions – Current Statute• New Statute Changes
9:00 a.m.	Handbook 1200.17 - Current and New
9:30 a.m.	Governance <ul style="list-style-type: none">• Organizing Documents (Articles, Bylaws, IRS Exemption)• Board of Directors• Board Meetings
10:00 a.m.	Morning Break
10:15 a.m.	Governance Continued <ul style="list-style-type: none">• Conflicts of Interests<ul style="list-style-type: none">○ Implications of Federal Conflict of Interest Statutes○ Required Certifications○ Conflicts of Interest Policy

Thursday, May 20 (continued)

10:45 a.m.

Reporting – Required and Best Practices

- VA
 - Annual Report to VA
 - Annual CRADA Report
 - Annual RDIS Report
 - Financial Reports - Internal
 - Quarterly Financial Reports to the Board
 - Monthly Project Reports to Investigators
 - Audit
 - Hiring an Audit Firm
 - GAAS, GAGAS, A-133 Audit
 - IRS Form 990
 - Other
 - DOL 5500 – Retirement Plan
 - State Reporting
 - Personal Property
 - Payroll
-

11:30 a.m.

Risk Management

- Federal Tort Claims Act (FTCA) Protections
 - Recommended Commercial Insurance Coverages
 - NAVREF Insurance Program
-

12:00 noon

Lunch on Your Own

1:30 p.m.

Revenue: Grants, Contracts, Agreements and Fundraising

- Smart Ways to Grow your Nonprofit
 - Research vs. Education Revenue
 - Research and Education Grants and Contracts
 - Differences between Clinical Trials and Grants
 - Managing Non-VA Federal Awards
 - Federalwide Assurance (FWA)
 - Project Budgets and Management
 - Subcontract and Sub-award Flow-down
 - CRADAs
 - Masters and Models
 - VA Regional Counsel
 - Annual CRADA Report
 - Fundraising
-

Thursday, May 20 (continued)

2:30 p.m.

Expenditures, Accounting and Finance

- General
 - Accounting System
 - Internal Controls
 - Financial Policies and SOPs
 - Fiscal Year
- Expenditures
 - Purchases and Disbursements
 - Salaries and Equipment
- NPC Specific Issues
 - Travel
 - IRS Accountable Plan for Reimbursements
 - Policies Applicable to VA Employees
 - Subscriptions
 - Business Meetings
 - Transfer of Funds
 - Residual Funds Policy
- Inventory

3:15 p.m.

Afternoon Break

3:30 p.m.

Human Resource Issues

- NPCs are Private Sector Employers
- Independent Contractor vs. Employee
- Employee Policies
- Employee Handbook
- Employee Salary Structure and Benefits
- Supervisor Training (i.e., VA Pls)

4:30 p.m.

VA Oversight

- NPOB, ORD/NPPO, 10N, VHA CFO; VISN
- NPC Annual Report to VA and VA Report to Congress

5:00 p.m.

Conclude for the Day (Optional Reception at the NAVREF Office)

Friday, May 21

Time	Topic
7:30 a.m.	Continental Breakfast
8:00 a.m.	Questions on Day 1 Topics
9:00 a.m.	VA Overview <ul style="list-style-type: none">• Organization (VHA, BVA and Cemeteries)• Roles of VISNs, OGC/RC, ORD, TTP and OIG• VA Training Requirements
9:30 a.m.	Facility Research Service and Committees <ul style="list-style-type: none">• Staffing (ACOS/R&D, AO R&D)• Other Important VA Personnel• R&D Committee and Subcommittees (IRB, Bio-Safety, Space, etc.)• Project Coordination
10:00 a.m.	Break
10:15 a.m.	Equipment <ul style="list-style-type: none">• IT Security• Ownership, Inventory and Accountability (NPC and VA)
10:45 a.m.	VA-Related Human Resource Issues <ul style="list-style-type: none">• VA Without Compensation (WOC) Appointments• Joint VA/NPC Employees and Issues• Intergovernmental Personnel Act (IPA) Assignments• MOUs between VA/NPC/University
11:45 a.m.	Other VA issues <ul style="list-style-type: none">• MOUs vs. Sharing Agreements• Reimbursing the Medical Center for Clinical Services• VA/NPC/University Administration of Studies• Dedicated Research Time for PIs• Acronyms
12:30 p.m.	Questions; Open Discussion; Closing; Evaluation (with a working lunch)
2:00 p.m.	Program Concludes
