



**Department of Veterans Affairs  
Jesse Brown VA Medical Center  
820 S. Damen Avenue  
Chicago, IL. 60612**

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## **SOP: R&D Advisory Panel**

### **PURPOSE**

The purpose of this SOP is to establish procedures for the R&D Advisory Panel (RDAP) at the Jesse Brown VA Medical Center (JBVAMC). This SOP enables the RDAP under the direction of the JBVAMC R&D Committee (R&DC) to perform effective evaluation and review of the JBVAMC R&D Subcommittees, Research Administrative core and the research program. The subcommittees of the JBVAMC R&DC consist of:

- R&D Audit Subcommittee
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Review Board (IRB #4)
- Laboratory Research & Environmental Safety Subcommittee (also referred to as SRS), including review responsibilities assigned to affiliate IBCs.
- Laboratory and Office Space Allocation and Equipment Subcommittee

### **POLICY**

The JBVAMC RDAP will conduct quarterly meetings to review activities of the R&D Committee (R&DC) and each of its subcommittees. The RDAP will also complete an annual review of the R&D program at the JBVAMC.

### **BACKGROUND**

The research mission of the Department of Veterans Affairs (VA) is conducted within individual VA medical centers according to the highest ethical standards with accountability to all involved stakeholders. Responsibility for oversight and maintaining high standards is assigned to the R&D Committee (R&DC).

### **SCOPE**

The R&D Committee (R&DC) established at the JBVAMC as responsible for providing oversight, planning, and execution of the local research Program, while maintaining high standards throughout the R&D Program. Those standards include ensuring the: (a) Scientific and ethical quality of VA research projects; (b) Protection of human subjects in research;

(c) Safety of personnel engaged in research; (d) Welfare of laboratory animals; (e) Security of VA data; and (f) Security of VHA research laboratories. The RDAP is also responsible for the ongoing assessment of the effectiveness of each of the R&D committees and make recommendations for improvements and changes in the operations and structure of the R&D program at the JBVAMC.

Oversight and review will be conducted through the RDAP and reported back to the R&DC.

**RESPONSIBILITIES OF THE RDAP**

The RDAP under the direction of the JBVAMC R&D Committee (R&DC) is responsible for ensuring the effective operation of the research program through review of the R&D Subcommittees and making appropriate recommendations, including *space and resource needs*, to the R&DC based on the RDAP’s evaluation of the research program.

The RDAP under the direction of the JBVAMC R&D Committee (R&DC) will:

1. Assist in the planning and development of broad objectives for the research program so that it supports VA’s mission.
2. Review and evaluate the R&DC subcommittees both within the VA facility and at external entities that function in lieu of R&D subcommittees. On an annual basis a summary of the committee findings will be submitted to the R&DC and then forwarded on to the JBVAMC Medical Center Director for further reporting consideration.
3. Review quality assurance and improvement activities of each committee.
4. Review of committee activities through quarterly review of subcommittee meeting minutes.
5. Review requirements as it pertains to planned training, compliance, and security issues.
6. Review R&D Service budget.
7. Review proposed goals of each committee.
8. Review the needs and requirements of research support staff.
9. Review of the R&DC Subcommittees “Standard of Operating Procedures”.

**MEMBERS**

This advisory panel will consist of the Chair and Co-Chair of the R&D and all its subcommittees. The R&D ACOS and AO will be considered Ex-Officio members. The R&D Coordinator will attend as administrative staff and is responsible for coordinating/assembling the meeting materials.

**REFERENCES**

VHA Handbook 1200.01

**REVISION LOG:  
SOP: R&D Advisory Panel**

| Version (#, date)   | Replaces (#, date) | Summary of changes |
|---------------------|--------------------|--------------------|
| 1.2; March 30, 2010 |                    |                    |
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