

DEPARTMENT OF VETERANS AFFAIRS
South Texas Veterans Health Care System
San Antonio, Texas 78229-4404

Research Service Policy

RESEARCH SERVICE POLICY MEMORANDUM 21-20

- (4) The SRS minutes will, in all cases, document action taken.
- (5) Incidents that present a significant risk to the safety of research personnel or the environment may require immediate attention and result in the need to convene an emergency session of the SRS prior to the next scheduled meeting.
- (6) Should the SRS determine that a reportable incident or event occurred, the SRS Chair, or designee will report the determination directly (without intermediaries) to the Medical Center Director, with a simultaneous copy to the ACOS for Research, the R&D Committee, and any other relevant research subcommittees, within 5 business days after the SRS's determination regardless of whether the determination is preliminary.
- (7) The Medical Center Director will report the SRS's determination of a Research Event/Reportable Incident to the appropriate ORO review committee, with a simultaneous copy to the VISN Director, within 5 business days after receiving such notification.
- (8) The SRS may suspend an activity that it previously approved if it determines that the activity is not being conducted in accordance with the description of that activity provided by the principal investigator and approved by the SRS, or if there are concerns regarding the safety of research personnel or the environment. The SRS may suspend an activity only after review of the matter at a properly convened meeting (quorum) of the SRS and with the suspension vote of most members present.

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- (a) The nature of the event (serious or continuing non-compliance) including when and how the SRS became aware of the problem.

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f. **Substantive Changes in MOUs.** Within 5 business days after being informed of any substantive change in an MOU with an affiliate institution or other entity regarding research laboratory security arrangements, the facility Director will report the change to ORO CO.

4. **REFERENCES:** VHA Handbook 1058.01
5. **RESPONSIBILITY:** Associate Chief of Staff for Research (151)
6. **RECISSION:** Research Service Memorandum 18-20, dated March 23, 2018
7. **RECERTIFICATION:** July 19, 2026

[Signature on File]

PhD
Acting ACOS for Research and Development