

Policy Manual

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3. Utilization of Funds

All funds and CARES-purchased property belong to CARES and remain under the control of the Board of Directors.

No funds or equipment may be transferred to for-profit organizations.

Residual Funds Utilization Plan

An investigator must hold a paid VA appointment or a Without Compensation (WOC) appointment in order to utilize residual funds.

VA PAID INVESTIGATORS

Investigators who hold a paid VA appointment and have active projects may continue to use their residual funds in support of their research and education activities.

Investigators who hold a paid VA appointment but do not have active projects may utilize their residual funds for a period of two years after active research activities have ceased. At that time and at the end of every two-year period thereafter investigators will be asked to submit to the CARES Board of Directors a plan for use of the remaining residual funds. The board will review the plan and approve or disapprove the requested use of the funds.

WOC INVESTIGATORS

Investigators who hold a WOC appointment and have active projects may continue to use their residual funds in support of their research and education activities.

Investigators who hold a WOC appointment but do not have active projects must submit to the CARES Board of Directors a plan for use of the residual funds. The board will review the plan and approve or disapprove the requested use of the funds for a period of two years.

ALL INVESTIGATORS

Investigators who have not utilized their residual account funds for a period of more than two years must submit to the CARES Board of Directors a plan for continued use of the residual funds. The board will review the plan and approve or disapprove the requested use of the funds for a period of two years.

All requests for use of residual funds must include a statement related to the benefit to VA. Additionally, all expenditures must be related to research or education activities.

Should an investigator not respond to a request to submit a plan within 60 days, the funds will be swept into a separate account and used for general research or education support as designated by the Board of Directors.

DEPARTURE OF AN INVESTIGATOR

When an investigator retires or departs from the VA, any residual funds remaining will be held in the investigator account for a period of six months to assure that all debts have been covered. If at the end of the six month period there has been no request from the investigator to utilize or transfer the funds, they will be swept to a board designated account. Any residual funds and equipment attributable to completed research projects or educational activities may only be used in support of activities which benefit VA research or education. The Board may consider a request to transfer the funds or a portion of the funds to another VA-affiliated nonprofit corporation established under 38 U.S.C §§7361-7368.

The Board of Directors may also consider a request to reassign residual funds to another investigator's research or education activities.

Residual funds not approved for transfer will be held in a separate account and used for general research or education support as designated by the Board of Directors.

Transfer of Active Projects to another Institution

If an investigator is moving to an academic or nonprofit research institution to continue an ongoing VA-approved research project, funds received by CARES attributable to that project may be transferred to that institution at the discretion of the Board of Directors. If such funds retain donor-imposed restrictions, CARES may be required to return remaining funds to the donor. Equipment purchased with CARES funds attributable to that project may also be transferred at the discretion of the Board of Directors. Sponsor notification and approval are usually required. The destination institution must agree to accept responsibility for the project, funds and equipment.

Transfer of Active Projects within Institution

If an investigator resigns before a CARES-administered project is completed, the investigator may request that another investigator assume responsibility for the project. This request requires both R&D Committee approval and approval by the CARES Executive Director, and if necessary, sponsor approval.

The investigator should submit a written request to the Executive Director and the appropriate paperwork for R&D Committee approval as soon as possible.

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