

# Policy Manual

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## 6. Education Activity Cycle

### Initiation and Approval

All educational activities to be administered by CARES must be approved by the Hines OR Lovell Education Committee (EC), respectively. A request for review and approval of the project (either one-time or ongoing events) should be submitted to CARES. CARES will review the request, ask for additional information if necessary, and approve it before submitting it to the appropriate EC. The request should include the source of funds, the objective of the educational activity and an estimated budget for the program(s) with projected expenditures that may be made in support of the activity.

The EC will base its recommendations for proposed activities on applicable VA Education Manual policies pertaining to conflict of interest and appropriateness to VA's education and training missions as well as the definition of education and training established by PL 106-117, Section 204 (Title 38, §7362). If funds to support the activity need to be solicited from outside sources (including individuals, corporations, or other organizations), such solicitations cannot be made by VA employees in their official position; CARES will make the request. Please provide the necessary details and electronically submit to the Executive Director a draft letter to the sponsor. The request letter will be reviewed and sent on CARES letterhead over the Executive Director signature.

Corporate sponsorships generally require formal agreements for educational grants.

### Post Award

Funds received in support of educational programs usually have explicit restrictions on their use.

Educational grants and activities will be tracked individually by CARES and will have a designated account number. Financial reports will be available on-line to the responsible investigator or designee.

### Closeout

As indicated above, educational grants are usually received with explicit limitations for use related to a particular program or activity. Therefore, funds remaining at the end of an activity may have to be returned to sponsor or used only as allowed for education as in the original donation. If possible, CARES will include wording in all requests that will allow the greatest flexibility and broadest usage as possible for educational activities.

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