

NAVREF Letterhead

Date

Addressee
Medical Center Director or Other Title
VAMC Name
Address 1
Address 2
City, State, ZIP

Dear Mr./Ms. Last Name:

Congratulations on your recent appointment as Director of the Name of VAMC. I have been the Director of the Southern Arizona VA Health Care System in Tucson for several years and fully support VHA's research mission. Additionally, I serve in the position designated for a Medical Center Director on the Board of Directors for the National Association Veterans' Research and Education Foundations (NAVREF), the umbrella association of the 82 VAMC-affiliated nonprofits, and it is in that capacity that I am writing to you.

By now, you are probably aware that Name of VAMC has a nonprofit research and education corporation (NPC), the Name of Non Profit Organization (NPC), and that you serve on its board by virtue of your official VA position. Your NPC exists under a statutory authority that allows each VA medical center to establish and operate an independent nonprofit to serve as a "flexible funding mechanism for the conduct of approved research and education" at the medical center. Here in Tucson, our NPC provides investigators with an array of support services that lets them concentrate on their research. Last year our Foundation administered \$2.3 million in support of 58 studies.

Over the years, I have come to appreciate that serving on an NPC board of directors entails duties that are somewhat different from our medical center director responsibilities. To assist us, NAVREF has created a web site page specifically designed to help orient us to our role as NPC directors. It can be found at http://www.navref.org/bestpractices/gov_New_Statutory_VA_Director.htm. This supplements – but does not replace – the orientation that I expect your NPC's staff is planning for you.

Additionally, through its educational programs and other pages on its web site, NAVREF offers a wealth of information about running an NPC. I encourage you to personally attend at least one of the annual conferences. **The next one will be October 17-20, 2010, in Washington, DC.**

Again, please don't hesitate to contact me at (520) 629-1821 if I may be of help to you in any way. For NPC-specific questions, your local NPC staff will of course be your first resource. However, you should also feel free to contact NAVREF Executive Director Barbara West at any time. 301-656-5005.

Sincerely,

Jonathan Gardner, MPA, FACHE
Director, Southern Arizona VA Health Care System

Cc: NPC Executive Director