NPC LETTERHEAD

January XX, 20XX

Executive Director

VA NPC

Dear ED,

The NAME VA Medical Center's Research and Development (R&D) Service Line will authorize Mr. NAME, MS, Research Engineer, identified as Tenure Group 3 on his Notification of Personnel Action Form (SF 50), to be available to Dr. NAME's proposed National Institutes of Health (NIH) grant titled "PROJECT TITLE" as needed for up to 50% effort.

**Brief description (3-5 sentences) of the employee’s VA position and work:**

Mr. NAME’S current VA responsibilities involve managing the day to day functions of the XXXXX Laboratory. This includes daily hardware and software maintenance for highly specialized research equipment, performing research protocols, and reporting and analyzing results.

**Brief description (3-5 sentences) of the employee’s specific duties on the proposed grant:**

For the proposed NIH grant, Mr. NAME will be the lead for biplane fluoroscopy data collection and will assist finite element foot model development and analysis. Mr. NAME also has the responsibility of supervising of the Research Assistant’s work with the motion capture and biplane fluoroscopy data.

**Explain how the duties on the proposed grant (#2) are separate and distinct from VA duties:**

The proposed NIH research project work is distinct from the VA position as the NIH project focuses on hallux rigidus, while Mr. NAME’s VA research focuses on ankle arthritis and flat foot reconstruction. This is a new area of research for Dr. Robinson’s laboratory that is not currently addressed by any ongoing research projects.

Consistent with VA, NIH and VA NPC agreements, we certify that there will be no dual compensation and there is no actual or apparent conflict of interest. Furthermore, Mr. NAME’S VA appointment is dependent on grant funding. In the event this grant is not funded, his effort will be reduced commensurate with the effort listed on this proposal if no other salary sources are available.

If the grant is funded, the VA and the VA NPC will enter into a written agreement for these services. R&D will bill the VA NPC for the cost of Mr. NAME's salary and fringe benefits in proportion to the time devoted to performing the duties of the project.

Sincerely,

Name

ACOS/Research

cc: Personnel File – NAME