



INFORMATION REQUIRED FOR REQUEST TO ESTABLISH NEW RECHARGE ACTIVITY

1. Briefly describe the proposed activity and the goods or services to be provided by it.
2. Provide the following information:
 - a. The name and title of the VMRF qualified investigator who accepts responsibility for the activity.
 - b. The requested start date of the activity.
 - c. The name and mail code of the activity's operations manager.
 - d. If the proposed activity has primary use of a specific space, provide the building(s) and room number(s).
3. Briefly describe and indicate locations of commercial and other non-VASDHS sources from which similar goods or services may be obtained.
4. Briefly describe other VASDHS sources from which similar goods or services may be obtained.
5. If similar goods or services may be obtained from non-VASDHS sources or other VASDHS sources, explain the necessity for the proposed activity.
6. If the goods or services have been provided free of charge in the past:
 - a. Explain the necessity for now charging for the goods or services.
7. State the proposed activity's anticipated number of monthly users.

8. State the proposed activities anticipated monthly dollar volume of combined recharge and other income.

9. State the number of years the activity is anticipated to continue to provide its goods or services.

10. State the estimated percentage of users by the following categories:

a. VASDHS Departments:

b. VASDHS Individuals:

1. Student _____ %

2. Faculty _____ %

3. Staff _____ %

4. Patients _____ %

c. Non-VASDHS Individuals & Entities _____ %

Total 100 %

11. Briefly describe any unique connection between the proposed activity and any Federal contract or grant, including:

a. Any subsidy, direct or overhead, to be provided by the Federal contract(s) or grant(s).

b. Any limitation the Federal contract(s) or grant(s) place on use of the proposed activity's income.

12. Briefly describe any unique connection between the proposed activity and any non- Federal funding source, including:

a. Any subsidy, direct or indirect, to be provided the funding source.

b. Any limitation the funding source places on use of the proposed activity's income.

13. If goods or services are to be sold to non-VASDHS individuals or entities, provide information conclusively showing that satisfactory commercial or

other non-VASDHS sources for similar goods or services do not exist elsewhere.

14. Provide the following financial information:

a. Proposed funding sources for:

1. Startup costs.
2. Working capital.
3. Equipment to be acquired.
4. Operating deficits, anticipated or unanticipated.

b. A listing of initial equipment, including VMRF/VASDHS identification number, code, date of acquisition, purchase order number, cost and funding source for the cost.

15. Provide the following tax information:

a. Unrelated Business Income Tax. If the proposed activity will sell goods or services to individuals or entities, explain how the sales will relate to VMRF research mission. SALES NOT RELATED TO THE VMRF RESEARCH MISSION WILL BE REPORTED AS UNRELATED BUSINESS INCOME AND WILL BE SUBJECT TO FEDERAL INCOME TAX REGULATIONS.

16. If the proposed activity will recharge other VMRF/VASDHS departments, provide a copy of recharge procedures, including a sample of the monthly statement to be provided recharge users.