

FAQs for Users with VA Rebate Vouchers

What is the VA Rebate Voucher Program?

The VA Rebate Voucher Program is designed to offset the 10% administrative fee incurred by VA funded PIs for the School of Medicine core purchases. Distributions will be based on the aggregate 10% fees assessed on actual core purchases. Faculty who have not spent VA funds in a SOM core are not eligible for these rebates.

Guidelines for the program:

- We expect to distribute rebate vouchers to eligible faculty at the beginning of every fiscal year, based on VA-funded core purchases made during the previous fiscal year.
- Budget for rebate vouchers is limited to \$45,000 per fiscal year. Therefore distribution may be halted if the limit is reached in any given year.
- Eligible faculty will be asked to select the core(s) for redeeming their rebate vouchers. Rebate vouchers will be redeemable only in the specified core(s).
 - **NOTE: Vouchers must be used for VA-related projects, per guidance from Mike Walsh in the VA Research and Development Administration Office**
- Rebate vouchers will typically expire in the same fiscal year in which they are awarded.
 - Once expired, vouchers cannot be reactivated.
 - Any unspent funds do not carryforward.

VA Voucher: Activation and Granting Access to the VA Voucher:

Vouchers are activated in iLab via an automatic feed from StarBRITE. The Office of Research will send an email to the PI once the VA Rebate voucher has been activated.

Once a voucher has been added to iLab, it will automatically be assigned to the PI only. The **PI and/ or the Lab Manager** will need to grant access to the center for any lab members or lab managers.

VA Voucher: Requesting Services & Reservations

When wishing to use the VA Rebate Voucher, the PI or Lab member will need to select the VUMC Lab Group in order to access the voucher fund.

See the [Guide to using VA funds to purchase VUMC core services](#) for additional instructions on accessing and using the VA rebate vouchers.

<https://www.vumc.org/oor/ilab-user-support-user-guides-users-vumc-core-groups>