

**Department of Veterans Affairs  
Biomedical Laboratory and Clinical Science R&D Services  
Career Development Proposal Submission Instructions: Spring 2010**

BL/CS R&D Career Development proposals must be submitted on a compact disc (CD-R/CD-RW). The local VA research office will submit the CD to BL/CS R&D; however, it is the applicant's responsibility to prepare the files. All proposal communication occurs electronically - between BL/CS R&D and reviewers or the local VA Research Office.

**CD Submission Instructions** (Submission deadline: March 1, 2010)

1. The entire proposal package must be saved as one PDF file, including all required forms, proposal, letters, supporting documents, etc., with signatures. Please save this file using the convention: Lastname.firstinitial-CADE\_Proposal\_S10 (e.g., Smith.J-CADE\_Proposal\_S10). Neither Social Security numbers nor date of birth should appear in the proposal package. Instructions may be accessed at: [http://www.research.va.gov/funding/CDA\\_Proposal\\_Instructions.pdf](http://www.research.va.gov/funding/CDA_Proposal_Instructions.pdf). The various forms required for an application can be downloaded from the VA ORD website: <http://www.research.va.gov/funding/process/forms.cfm>

2. In addition to the proposal PDF file, a second PDF file containing only VA Form 10-0102 pages 1 and 2 must be included on the CD. Please save this abstract file using the convention: Lastname.firstinitial-CADE\_Abstract\_S10 (e.g., Smith.J-CADE\_Abstract\_S10).

3. Applicants, who have not previously submitted a Page18, **must submit a Page 18** through their local Research Office prior to the submission deadline (March 1, 2010).

4. The Research Office will submit the proposal on CD via FedEx to:

Department of Veterans Affairs  
BL/CS R&D Program Review (121F)  
810 Vermont Avenue, NW  
Washington, DC 20420  
(202) 461-1709

The FedEx package should be clearly marked "**DO NOT X-RAY.**"  
**DO NOT** send paper copies in the package; send only the CD.  
**DO NOT** submit through eRA Commons.

5. To confirm receipt of the CD, the Research Office must send the applicant's name, VA Medical Center, contact person's name, and e-mail to: [VHACADEReview@va.gov](mailto:VHACADEReview@va.gov). A confirmation e-mail will be returned when the CD has been received and successfully read.

6. Any questions may be directed to: [VHACADEReview@va.gov](mailto:VHACADEReview@va.gov).