OFFICE OF RESEARCH & DEVELOPMENT

RESEARCH SUPPLEMENTS TO PROMOTE DIVERSITY

December 16, 2021

Carol Fowler, PhD on behalf of:
Diversity Equity, Inclusion Working Group
Office of Research and Development Department of Veterans Affairs
Acknowledgements

Workforce Resources Subcommittee:
Alex Chiu, Jana Drgonova, Carol Fowler, Ying-Yee Kong, Naomi Tomoyasu, Christina Williams, Carole Woodle

DEI Chairs: Cendrine Robinson and Mark Roltsch
Overview

1. Purpose

2. Eligibility

3. Application

4. Timelines
Purpose - 1

• To encourage and promote diversity in the VA research workforce

• Supplement to a funded VA Merit

• Intent: provide funds to support a junior investigator as they prepare for a CDA LOI
Other DEI Efforts Include:

- Coordinating Resource Center (Atlanta VAMC and Morehouse)
- MSI-CDA-2 program
- Grant Workshop for Early Career Investigators
- Summer Research Program
- Stakeholder Engagement Board
- Forthcoming: Funding for Leadership and DEI training
- More opportunities will be added.
Participating Services

- Biomedical Laboratory R&D (BLRD)
- Clinical Science R&D (CSRD)
- Health Services R&D (HSRD)
- Rehabilitation R&D (RRD)

VA Award must be a Merit (I01)
Eligibility: VA Mentor

- Mentor must be PI on a VA Merit Award
- Award must have 2 years remaining when supplement is awarded
- VA PI: history of successful mentorship
- Sole funding from COINs, CORES, Centers, REAPs, QUERI **not** eligible
Eligibility- Early Career Candidate

- US citizen
- Within 3 years of doctoral level degree
- Within 3 years of last clinical training if licensed clinician
- These underrepresented populations* are encouraged to apply
  - Individuals from racial and ethnic groups shown by NSF to be underrepresented in health-related sciences nationally
  - Individuals with disabilities
  - U.S. Veterans
  - LGBTQ+ individuals
- *The above criteria are intended to increase the applicant pool but will not be used as a determinative factor in selecting participants in this program.
Eligibility – continued

– Requirements are to ensure future eligibility for CDAs
  • *(After 1-2 years on the supplement)*:

– CDA-1: within two years of obtaining their terminal degree or training experience after terminal degree.

– CDA-2 the candidate must be within five years of terminal degree OR w/in 5 years of last training for clinicians.
  • BL/CSR&D – w/in 10 years of MD or PhD for Clinical Psychologists
Application Process

• Only one supplement request per VA Medical Center (per year).
• No appeals
• Applications via eRA/Grants.gov
• Use eRA number of funded Merit when Initiating application
• **RFA: RD-22-029**
Initiating Proposal (NIH Assist)

- Go to: [https://public.era.nih.gov/](https://public.era.nih.gov/) (Login) and click on Assist)
  Or login thru:

- **Enter RFA# RD-22-029**

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

Initiating Application – 2 (NIH Assist)

Enter eRA # of Parent Grant (i.e. BX001234)

Initiate Administrative Supplement Application

Parent Grant:
(Example: Use CA987654 from 1R01CA987654-01)
BX004895

Funding Opportunity Announcement:
(Example: PA-XX-XXX)
RD-22-029

Notice of Special Interest Reference:
(Example: NOT-XX-XX-XXX)

Unique Supplement Label:

Project/Performance Site Locations:
✓ Check this to prepopulate all Project/Performance Site Locations from the parent grant

Senior/Key Persons:
✓ Check this to prepopulate all Senior/Key Persons from the provided parent grant

Initiate Application  Cancel and Exit
Application: SF424 Form Pages to Complete

- R&R Cover (will populate partially from Parent Merit)
- R&R Other Project Information (See FOA/RFA)
- Performance Sites (can copy from Parent Merit)
- R&R Sr/Key Personnel Profile
- R&R Budget (up to 2 years)
  - Need Budget Justification with Summary Budget Worksheet
Application Components

Application packets available through NIH ASSIST and grants.gov

<table>
<thead>
<tr>
<th>Forms, Attachments, and Templates with Size Limits as Applicable</th>
<th>Required When?</th>
<th>VA-SF424 Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 (R&amp;R) Form</td>
<td>Always</td>
<td>Section 3.2</td>
</tr>
<tr>
<td>Project/Performance Site Locations Form</td>
<td>Always</td>
<td>Section 3.3</td>
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<tr>
<td>Research and Related Other Project Information Form:</td>
<td></td>
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<tr>
<td>Project Summary/Abstract (40 lines of text)</td>
<td>Always</td>
<td></td>
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<tr>
<td>Project Narrative (10 lines of text)</td>
<td>Always</td>
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<tr>
<td>Bibliography &amp; References Cited (4 page limit)</td>
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<tr>
<td>Facilities &amp; Other Resources</td>
<td>Always</td>
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<tr>
<td>Equipment</td>
<td>Always</td>
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<tr>
<td>Other Attachments:</td>
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<tr>
<td>1. Introduction to Revised Application (3 page limit)</td>
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<td>2. Specific Aims (1 page limit)</td>
<td>Always</td>
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<tr>
<td>2a. Research Plan (7 page limit)*</td>
<td>Always</td>
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<td>3. Progress Report (5 page limit)*</td>
<td>Never</td>
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<tr>
<td>4. Human Subjects</td>
<td>If Applicable</td>
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<td>5. Vertebrate Animals</td>
<td>If Applicable</td>
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<td>6. Multiple PD/PI Leadership Plan</td>
<td>If Applicable</td>
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<td>7. Consortium/Contractual Arrangements</td>
<td>If Applicable</td>
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<tr>
<td>8. Signed Directors Letter*</td>
<td>Always</td>
<td>Section 3.4</td>
</tr>
<tr>
<td>8b. Letters of Support</td>
<td>If Applicable</td>
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<tr>
<td>9. Data Management and Access Plan</td>
<td>Always</td>
<td></td>
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<tr>
<td>10. Financial Disclosure</td>
<td>Always</td>
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<tr>
<td>Appendices:*</td>
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<tr>
<td>11. List of Appendix Items*</td>
<td>Always</td>
<td>Section 3.5</td>
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<tr>
<td>12. List of Abbreviations*</td>
<td>Always</td>
<td>Section 3.7</td>
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<tr>
<td>SF424 (R&amp;R) Senior / Key Person Profile(s)</td>
<td>Always</td>
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<tr>
<td>SF424 (R&amp;R) Budget</td>
<td>Always</td>
<td>Section 3.7</td>
</tr>
<tr>
<td>SF424 Summary Budget Worksheet</td>
<td>Always</td>
<td>Section 3.7</td>
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</tbody>
</table>
Considerations and Instructions

• Type 3 supplement to a funded Merit (i.e. I01s)
• No LOI Required
• See FOA/RFA and VA-ORD SF 424

• SF 424 R&R Cover Form:
  • The two-letter Service designation and serial number of the parent application/award number must be used for the supplement application.

• The title will populate from title of parent Merit award
• Supplement project period:
  – must be within the parent award project period
  – (i.e., 04/01/2022-03/31/2024)

• UEI (i.e., 123456789ABC)
  – Should auto-populate from SAM.gov
  – Check SAM registration details for UEI
• Human Subjects and Animals:
  – No change to scope of VA Merit
  – No new human subject or animal species use
  – Should populate from Parent VA Merit

• 40 line abstract

• 10 Line Narrative

• References – 4 pages max

• Facilities and Equipment

Note: Performance sites: mentees work in Mentor’s space
• Specific Aims – 1 page

• Research plan (7-page limit).
  – ~1 pg: Early Career Candidate (Personal narrative)
  – ~1 pg: Mentor – include table with list of past trainees
  – ~1 pg: Mentoring Plan – include specific training and resources available to mentee
  – ~4 pgs: Description of research project to be undertaken by the mentee
    • Should support development of a distinct CDA project
    • Include pitfalls & alternatives & timeline
SF424 Other Project Information form

• Human Subjects & Animals
  Attach only if already part of Parent Merit
• No new Human Subjects or Animal species use
• Director’s Letter – follow SF424 guide
• DMAP – from Parent Merit
• Appendices (optional)
  – Abbreviations, publications, etc.
• The PD/PI of funded Merit is listed as Contact PD/PI – Role is PD/PI

• Mentee: Project Role of “Other Professional” then enter “mentee”

• Additional mentors: Role of “Other Professional” and then enter “Co-mentor”

• Include NIH Biosketches and Other Support
R&R Budget

• $100,000/yr for up to 2 Years

• Budget can include:
  • Mentee Salary & Benefits
  • Research Funds

• $3,000/yr for mentee to attend scientific meetings included within $100,000 cap
• PI/Mentor – listed as PI Section A
  • (Cal. Months Effort, $0.00 salary)
• Section B – ‘Add other Project role’
  • Mentee & other VA co-mentors can be listed here (no salary)
  • List # people, effort, salary and fringe here
• Budget Period 1 and 2 dates must match Cover Page

• Use Summary Budget Worksheet (SBW):
  • http://vaww.research.va.gov/funding/electronic-submission.cfm

  SBW is first page of budget justification narrative
Review Considerations

• Early Career Candidate
  – Commitment to the VA?
  – Evidence of productivity?
  – Academic/research background for research?

• Funded VA Mentor:
  – Well-documented history of successful training?
  – Good match to the training needs and research plan?
  – Progress on Merit?
Review Considerations -2

• Mentoring Plan:
  – Comprehensive with details of mentoring interactions?
  – Will lead to the mentee’s growth and development?
  – Training aligned w/ Research
  – List courses, access to seminars, journal clubs, etc.

• Research Project & Feasibility:
  – Can develop data for a distinct CDA-1 or CDA-2 application?
  – Research project and timeline feasible?

• Environment

• Ethical/Safety Issues
### Table 3. Standard Dates for Application Deadlines for 2022

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<tr>
<th>Submission Cycles</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Cap Waiver Request Submission Deadline</strong></td>
<td>December 15</td>
</tr>
<tr>
<td><strong>Begin Submitting Award Applications</strong></td>
<td>January 1</td>
</tr>
<tr>
<td><strong>Down-to-the-Wire Application Submission Deadline</strong></td>
<td>January 28</td>
</tr>
<tr>
<td>After this date the full two (2)-business day application viewing window cannot</td>
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<td>be used.</td>
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</tr>
<tr>
<td><strong>Application Submission Deadline to Grants.gov</strong></td>
<td>February 1</td>
</tr>
<tr>
<td>Changed/corrected applications submitted after this date will be withdrawn.</td>
<td>6:00 pm local time</td>
</tr>
<tr>
<td><strong>Review and Award Cycles</strong></td>
<td>CYCLE I (Spring)</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>February-March</td>
</tr>
<tr>
<td><strong>Earliest Project Start Date$</strong></td>
<td>April 1</td>
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</tbody>
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Information on the Web

- VA ORD Main Site: [www.research.va.gov](http://www.research.va.gov)
- Career Development Program: [https://www.research.va.gov/funding/cdp.cfm](https://www.research.va.gov/funding/cdp.cfm)
- VA RFAs (intranet) [https://vaww.research.va.gov/funding/](https://vaww.research.va.gov/funding/)

<table>
<thead>
<tr>
<th>ORD Wide Requests for Applications</th>
<th>RFA Number</th>
<th>Active Cycles</th>
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<tr>
<td>Research Supplements to Promote Diversity (I01, Type 3) (Revised December 14, 2021)</td>
<td>RD-22-029</td>
<td>Spring</td>
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QUESTIONS?

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