OFFICE OF RESEARCH & DEVELOPMENT

RESEARCH SUPPLEMENTS TO PROMOTE DIVERSITY

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RESEARCH SUPPLEMENTS TO PROMOTE COLLABORATIONS TO ENHANCE DIVERSITY IN VA RESEARCH

May 11, 2022

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. Particulars for Mentored DEI Supplements

3. Particulars for Collaborative Supplements

4. Application

5. Timelines
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
- Funding for Leadership and DEI training
- More opportunities will be added.
Purpose -

• To encourage and promote diversity in the VA research workforce

• Supplements to a funded VA Merit

• Mentored supplement: provide funds to support a junior investigator as they prepare for a VA CDA LOI

• Collaborative supplement: foster collaborative partnerships with non-VA institutions (such as MSIs)
Participating Services

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

VA Award: Active Merit (I01)
Eligibility (DEI supplement): VA Mentor

- PI on an awarded VA Merit Award

- Award must have 1 to 2 years remaining when supplement is awarded

- VA PI: history of successful mentorship as applicable

- Sole funding from COINs, CORES, Centers, REAPs, QUERI not eligible
Eligibility - DEI supplement Early Career mentee

• 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 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 DEI supplement – 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 - DEI Supplement

• Up to 2 supplement requests per VA Medical Center (per year).
• Get approval for multiple submissions
• No appeals
• Applications via eRA/Grants.gov
• Use eRA number of Merit to initiate
• **RFA: RD-22-029**
Mentored Supplement

• 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
Mentored Supplement 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
Review Considerations – Mentored DEI Supplement

• Early Career Candidate
• Funded VA Mentor
• Mentoring Plan
• Research Project & Feasibility:
  – Can develop data for a distinct CDA-1 or CDA-2 application?
• Environment
• Ethical/Safety Issues
Eligibility Collaborative supplement: VA PI

- PI on an awarded VA Merit Award (I01)

- Award must have 1 to 2 years remaining when supplement is awarded

- VA PI: history of successful research progress
Eligibility for Collaborative supplement (continued)

- Collaborator must be at a non-VA institution
- As a Co-I meets basic eligibility to be a collaborator
- Partnerships with Minority Serving Institutions encouraged*

*Inclusion of MSIs is intended to increase the pool of diverse applicants interested in conducting VA research but will not be a final selection criterion.

Supplements should:
- take advantage of new info/approaches
- Increase impact of Merit
- Help build sustained partnerships
- Help UR investigators engage in ongoing research
- Share techniques/innovations
Application Process Collab Supplement

• Multiple applications from VAMCs allowed
• Only 1 application per PI
• No appeals
• Applications via eRA/Grants.gov
• Use eRA number of Merit to initiate
• **RFA: RD-22-030**
• Budget: $100,000/yr – only for supplement activities
• No VA contact PI salary
• Specific Aims – 1 page

• Research plan (4-page limit).
  – ~3 pgs: Description of Research Supplement Project to be Undertaken
  – ~1 pg: Coordination Plan
    • Location of research space, and facilities available
    • Describe expertise and roles of VA PI and non-VA co-I
    • How research will be coordinated
Review Considerations – Collaborative Supplement

- Significance
  - How supplement will expand/enhance Merit
- Approach
- Feasibility
- Investigators
  - Collaborative plans
- Environment
- Ethical/Safety Issues
Initiating Proposal (NIH Assist) – both supplements

- Go to: https://public.era.nih.gov/ (Login and click on Assist)
- Or login thru:
- Enter RFA# RD-22-029
- Or RD-22-030

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

Also available thru www.Grants.gov
Initiating Application – 2 (NIH Assist)

Enter eRA # of Parent Grant (i.e. BX001234)
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>
</tr>
<tr>
<td>Research and Related Other Project Information Form:</td>
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<tr>
<td>Project Summary/Abstract (40 lines of text)</td>
<td>Always</td>
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<tr>
<td>Project Narrative (10 lines of text)</td>
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<tr>
<td>Bibliography &amp; References Cited (4 page limit)</td>
<td>Always</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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<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>
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<tr>
<td>2a. Research Plan (see RFA – 7 for RD-22-029 and 4 for RD-22-030*)</td>
<td>Always</td>
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<td>3. Progress Report (5 page limit)*</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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<td>8. Signed Directors Letter*</td>
<td>Always</td>
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<td>8b. Letters of Support</td>
<td>If Applicable</td>
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<td>9. Data Management and Access Plan</td>
<td>Always</td>
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<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>
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<td>12. List of Abbreviations*</td>
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<td>SF424 (R&amp;R) Senior / Key Person Profile(s)</td>
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<td>SF424 (R&amp;R) Budget</td>
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<td>Section 3.7</td>
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<tr>
<td>SF424 Summary Budget Worksheet</td>
<td>Always</td>
<td>Section 3.7</td>
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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:**
  • Use eRA number of Merit (i.e. BX001234)

• The title will populate from title of parent Merit award
• Supplement project period:
  – must be within the parent award project period
  – Can be for up to 2 years
  – (i.e., 10/01/2022-09/30/2024)

• UEI (i.e., 123456789ABC)
  – Should auto-populate from SAM.gov
  – Check SAM registration details for UEI
SF 424 Other Project Information Form

• 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
SF 424 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.
R&R Budget -

• PI/Mentor – listed as PI Section A
  • (Cal. Months Effort, $0.00 salary)
• Section B – ‘Add other Project role’
  • Mentee or collaborators can be listed here
  • List # people, effort, salary and fringe here
• Budget Period 1 and 2 dates must match Cover Page

• Use Summary Budget Worksheet (SBW):

SBW is first page of budget justification narrative
## Timelines

### Table 3. Standard Dates for Application Deadlines for 2022

<table>
<thead>
<tr>
<th>Submission Cycles</th>
<th>Fall 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Cap Waiver Request Submission Deadline</td>
<td>July 1</td>
</tr>
<tr>
<td>Begin Submitting Award Applications</td>
<td>July 1</td>
</tr>
<tr>
<td><strong>Down-to-the-Wire Application Submission Deadline</strong></td>
<td>July 28</td>
</tr>
<tr>
<td>After this date the full two (2)-business day application viewing window cannot be used.</td>
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</tr>
<tr>
<td><strong>Application Submission Deadline to Grants.gov</strong></td>
<td>August 1 5:00 pm local time</td>
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<tr>
<td>Changed/corrected applications submitted after this date will be withdrawn.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Review and Award Cycles</th>
<th>Fall 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>August-September</td>
</tr>
<tr>
<td>Earliest Project Start Date$</td>
<td>October 1</td>
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</tbody>
</table>

$ORD may not always be able to honor the requested start date of an application; therefore, applicants should make no commitments or obligations until confirmation of the start date by the awarding service.
### 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/)
- **SF424 Guide:** [https://vaww.research.va.gov/funding/docs/VA-SF424-RRGuide.pdf](https://vaww.research.va.gov/funding/docs/VA-SF424-RRGuide.pdf)

### ORD Wide Requests for Applications

<table>
<thead>
<tr>
<th>ORD Wide Requests for Applications</th>
<th>RFA Number</th>
<th>Active Cycles</th>
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</thead>
<tbody>
<tr>
<td>Research Supplements to Promote Diversity (I01, Type 3) (Revised April 27, 2022)</td>
<td>RD-22-029</td>
<td>Fall</td>
</tr>
<tr>
<td>Research Supplements to Promote Collaborations to Enhance Diversity in VA Research (I01, Type 3)</td>
<td>RD-22-030</td>
<td>Fall</td>
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QUESTIONS?

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