

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS FOR ORD RESEARCH ACHIEVEMENT AWARDS.

1. BACKGROUND. ORD awards four (4) research achievement awards for outstanding achievements in Veteran-centric research annually: the John B. Barnwell Award for outstanding scientific achievement in clinical research; the Paul B. Magnuson Award for outstanding achievements in rehabilitation research; the William S. Middleton Award for outstanding achievements in biomedical research and the Under Secretary's Award for Outstanding Achievement in Health Systems Research. VA Medical Centers submit applications for their selected nominees annually. In addition, Program Staff in ORD can identify highly qualified investigators directly and solicit applications; in this case nominations would still be approved by the VA Medical Center Director (MCD).

2. INTENT TO SUBMIT. Nominating VA Medical Centers are highly encouraged to send a brief email by **August 1** signaling their intent to submit a full award application. Please send emails to: VHAISRM@va.gov; subject line should be: Intent to submit [Name of Research Award]. The body of the email should include the name of the nominee, the nominating station, and the award they are being nominated for.

3. FORMAT. Applications should consist of single-spaced typed pages with 1-inch margins at each edge. Use only letter-quality, black print. The font size should be 11 point or larger and typeface can be Arial, Georgia, Helvetica, or Palatino Linotype.

4. CONTENT. Each application should consist of the following materials:

a. A cover sheet listing the following information in the order specified:

(1) Award Nomination for (i.e. John B. Barnwell Award, Paul B. Magnuson Award, William S. Middleton Award, or the Under Secretary's Award for Outstanding Achievement in Health Systems Research).

(2) Name and degree(s) of nominee.

Do NOT include nominee's date of birth or *social security number (SSN)*. *This will be requested for final awardees only to allow for required security and background reviews.*

(3) Name of Department of Veterans Affairs (VA) medical center.

(4) Nominee's current VA employment status (in 8ths).

(5) Number of years employed by VA.

(6) Nominee's academic title, academic institutions and department (indicate tenure status).

(7) Location of nominee's VA laboratory and VA office.

(8) The nominee's current VA and non-VA funding status.

(9) Name, title, and signature of the VA MCD and Associate Chief of Staff for Research (ACOS).

b. A complete and current curriculum vitae (with funding history and bibliography of the nominee, not to include abstracts, submitted papers, or papers in preparation).

c. A summary (two-page maximum) of the nominee's research achievements highlighting the real-world impact of the nominee's body of work and significant/measurable contributions to the healthcare of Veterans.

d. A letter from the nominee's VA MCD, or their designee, in support of the nomination with a brief explanation of how the nominee's research program has benefited the local and national VA research program and the lives of Veterans.

e. A letter of support from the nominee's Department Chair at the affiliate or Dean's Committee of the affiliated medical school.

f. Up to three (3) letters of support generated within the previous six (6) months from scientists who are not employees of the applicant's VAMC or members of the faculty at the affiliated medical school. Letters should be included with the application. Please do not have letters sent by mail.

e. Three (3) reprints representative of the nominee's major original research publications. Reprints should include the nominee's VA affiliation and acknowledge VA awards (i.e., compliance with VHA Handbook 1200.19 - Presentation of Research Results).

5. SUBMISSION. Convert the completed nomination package, including cover page, research statement, letters of support, CV and publications into one Portable Document File (PDF). Ensure that the attachment does not exceed 5 megabytes. In the file name, indicate the award name, the name of the nominee, and the submitting VAMC. Submit applications via IRBNet at <https://gov.irbnet.org> to the **VA Central Office Centralized Positions Panel**.

- a. In IRBNet, click on 'Create New Project.'
- b. Project Title should follow the following Format: Award Name_Nominee Last Name_Submitting VAMC.
- c. PI Name should be the first and last name of the nominee and include degree
- d. Click on Continue

No additional IRBNet generated wizards or cover pages are needed, and the attachment may be uploaded using the 'Attach New Document' button on the Designer page in IRBNet.

Once the nomination packet is uploaded:

- a. Choose 'Submit this Package' from the left Menu bar in the Project Administration menu in IRBNet
- b. Select Review Board: VA Centralized Positions, Washington, D.C.
- c. Follow the submission prompts. Submission type should be 'Other'.

All nominations must be initiated and submitted by the local VA R&D Service and not by the nominee.

6. TIMETABLE FOR SUBMISSION AND REVIEW

- a. Deadline for receipt of applications is September 1. If the deadline falls on a weekend or Federal holiday, the due date is the next business day.
- b. Administrative review of applications will be in September/October. The nominee/VAMC will be informed if the application will not be forwarded for review due to administrative issues.
- c. Committee review of applications will be completed in November/December.

7. CONTACT INFORMATION

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