

**GUIDANCE FOR REQUESTING ACCEPTANCE INTO THE  
BIOMEDICAL LABORATORY AND CLINICAL SCIENCE R&D PROGRAM  
FOR NON-CLINICIAN SCIENTISTS (Eligibility)**

**UPDATED 5/10/2017**

1. This guidance document supplements and supports VHA Handbook 1202.1—Merit Review Award Program (specifically, paragraph. 4, section a – Eligibility to submit a Merit Review proposal)

2. **Mission Statement:** VA research is an intramural program. The goal of the non-clinician eligibility program is to allow local research services to recruit highly qualified scientists to enhance its research environment and to conduct research to advance Veterans health.

3. **Duration of eligibility:** General acceptance into the BL-CS R&D non-clinician intramural research program is granted for three years. Conditional or limited permission to submit a research proposal may also be granted. The principal investigator of a current BL-CS R&D Merit Award, a BL-CS R&D Research Career Scientist (RCS) or a Senior RCS is considered eligible, and for three years beyond the end date of either the Merit Review Award(s) or RCS term. However, if an investigator's Merit Review Award or RCS funding has lapsed for three years, the investigator must reapply for eligibility. A person who has left the VA must re-apply for eligibility. A no-cost extension of an Award does not extend the duration of eligibility.

4. **Who may apply:** Applicants need not be current VA employees. However it is required that individuals who are approved for VA funding will accept a VA appointment, conduct their research at the VA Medical Center, participate in the activities of the local research service (such as committee service), and be available for national service, such as service on VA merit review panels.

An applicant must be a current U.S. citizen in order to submit an application for acceptance into non-clinician eligibility program. If an applicant is not yet a U.S. citizen but is on a clear path towards citizenship, he/she must submit documentation from the Immigration and Naturalization Service to show a firm date for citizenship interview or swearing in as a U.S. citizen.

This program is only for non-clinician investigators with a doctoral degree (Ph.D. or equivalent).

This program is not for clinicians. The Office of Research Development (ORD) defines a clinician as a licensed practitioner with a doctoral degree (MD, DO, DDS, etc.) who treats patients at a VA Medical Center (VAMC). Please refer to VHA Handbook 1202.1 for further guidance. **(NOTE: For budgetary purposes, a clinician may not request salary from a Merit Review Award.**

Applicants who are junior investigators and early in their faculty appointments are encouraged to apply. A junior investigator must be within **10 years** of obtaining a doctoral degree and be an independent PI. Junior investigators will be evaluated separately from established investigators.

5. **What to submit:** The eligibility request package consists of:

- a. The cover page (**please use template provided**) must provide information about the applicant and reaffirm his/her desire to join the VA intramural research program. The cover page must be signed by the applicant, the ACOS/Research, Chief of Staff, and Medical Center Director.
- b. The nomination letter is a memo addressed to either the BL or the CS R&D Service Director (depending on which Service is more appropriate for the research proposed) and signed by the ACOS/Research. This letter must address the following elements,
  - i. confirm that the applicant is a non-clinician (i.e. not licensed to practice)
  - ii. confirm that the applicant, if funded through BL-CS Merit Review, will accept a VA appointment of at least 5/8th and conduct the VA funded research in VA space,
  - iii. explain how the applicant will add to the vitality and capabilities of the local research program and how the applicant's work may contribute to VA's programmatic interests in addition to the training of VA clinician-scientists.
- c. A description of the research to be submitted in an application for Merit Review Award; the proposed research description is limited to one page and must include the following:
  - i. The significance and long term goal of the proposed project/study.
  - ii. The objectives of study or the hypothesis to be tested.
  - iii. An explanation of clinical relevance and relevance to Veterans' care issues.
  - iv. The specific aims of the study.
- d. A full Curriculum Vitae (CV) to include the following:
  - i. All past and present academic appointments including the dates.
  - ii. All past (last 10 years), present, and pending research support including the dates, applicant's role (e.g. PI, co-I), award type (e.g. R01, R21, K08), project title, grant number, and a brief description of the overall focus of the research.
  - iii. A list of all peer-reviewed publications including those in-press.
  - iv. A description of any life events which explain breaks in positions, publications, or support may be included
- e. Proof of citizenship, if the applicant was not born in the U.S. For a naturalized citizen, a black-and-white copy of US Passport picture page or of the naturalization certificate must be included. For a person born on an overseas U.S. military base, appropriate documentation should be supplied.

**Please combine item 5a, b, c and d above into one PDF file, titled "Nomination for Non-Clinician Entry: (nominee's full name)."**

**Item 5e, if needed, should be in a separate PDF file, titled "Proof of Citizenship for (nominee's full name)." This will be kept confidential and not forwarded to reviewers.**

6. **When to submit:** The deadline for the Spring round is **December 1** of the previous year with the submission window opening on November 1. The deadline for the Fall round is **June 1** of the same year, with the submission window opening on May 1. All request packages, including the nomination letter template with the required signatures, are due by the deadlines.

7. **How to submit:** Item 5a through 5d should be submitted as a single PDF file to this electronic mailbox: <VHACOBLRDCSRDEligibility@va.gov>

8 **Evaluation:** Applications will be evaluated by a review panel convened under the Federal Advisory Committee Act (FACA), consisting of senior VA and non-VA scientists. Evaluations will be made on the basis of the applicant's qualifications and potential for enhancing Veterans' care and contributions to the VA research program. The FACA review panel's recommendation will be forwarded to the BL-CS R&D Service Directors for approval. Acceptance is determined by the Service Directors based on the evaluation of the review panel, programmatic balance, relevance to the priorities of the VA, and the potential of the investigator to advance Veterans' health.

Recent successful nominees have strengths in all of the following attributes:

- a. Research vitality and independence,
  - i. Principal Investigator in one or more currently-funded research grants/awards from national agencies (i.e. National Institutes of Health, National Science Foundation, American Heart Association).
  - ii. Senior or corresponding author in majority of original manuscripts, published in high-impact, peer-reviewed journals.
  - iii. Upward career trajectory, as evidenced by a rapid rise in ranks and responsibility within their institution of primary appointment.
- b. Alignment with VA Mission, as supported by a research narrative, hypothesis, and specific aims that are viable and address current VA research topics to advance the health of Veterans. Current focus areas include: Genomic Medicine, PTSD, TBI, Alzheimer's/Parkinson's disease, Gulf War and other deployment related illnesses, risk-behavior/suicide research and women's health.
- c. History of, or a potential for, significant contribution to the national and local VA program, as evidenced by leadership in local program, committee service (national and local) and/or mentorship of VA clinician-scientists.

9. **Conditions for acceptance:** The VA research program is an intramural system. Successful nominees, upon securing VA research support, must accept a 5/8<sup>th</sup> VA appointment and conduct all of his/her VA research activities in VA space. Eligibility may be rescinded for cause, such as a finding of research misconduct.

10. **Questions:** Questions may be addressed to Dr. Alex Chiu at (202) 443-5672 or [alex.chiu@va.gov](mailto:alex.chiu@va.gov) or [VHACOBLRDCSRDEligibility@va.gov](mailto:VHACOBLRDCSRDEligibility@va.gov)