

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



Choose **VA**

VA



U.S. 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



Choose **VA**

VA



U.S. Department
of Veterans Affairs

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 (CSRDR)
- Health Services R&D (HSRDR)
- Rehabilitation R&D (RRDR)

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/> (Login) and click on Assist)

Or login thru:

- <https://public.era.nih.gov/assist/public/login.era>

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

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



INITIATE APPLICATION

Funding Opportunity Announcement #
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

Go

- **Also available thru www.Grants.gov**

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

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

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

Instructions – Cover Form (cont.)

- 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

SF424 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



SF424 Other Project Information form

- 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.

Research and Related Senior/Key Person Profile(s) Form

- 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

R&R Budget - 2

- 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

Timelines

Table 3. Standard Dates for Application Deadlines for 2022

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



Information on the Web

- **VA ORD Main Site:** www.research.va.gov
- Career Development Program: <https://www.research.va.gov/funding/cdp.cfm>
- VA RFAs (intranet) <https://vaww.research.va.gov/funding/>
- SF424 Guide: <https://vaww.research.va.gov/funding/docs/VA-SF424-RRGuide.pdf>

ORD Wide Requests for Applications

RFA Number

Active Cycles

[Research Supplements to Promote Diversity \(I01, Type 3\)](#) (Revised December 14, 2021)

RD-22-029

Spring



QUESTIONS?

Carol.Fowler@va.gov

VHACCOORDDEIWG@va.gov

