

**Guidance for Submission of a Letter of Intent for Suicide Prevention
Research Clinical Resource Center (S-CRC)**

I. Introduction

The application process for a Suicide Prevention Research Clinical Resource Center begins with the preparation and submission of a Letter of Intent (LOI). **Please note that a proposal may not be submitted without a LOI approval by CSRD.** The intent for the S-CRC is to provide centralized resources for building clinical studies and expertise beneficial to investigators that extend from data analysis to critical priority setting, as well as coordination of activities for the national VA research enterprise. The primary purpose of the LOI is to provide CSRD with the opportunity to assess the feasibility of a center at the proposed site(s) and qualifications of the proposed leadership team.

II. Suicide Prevention Research Clinical Resource Center Definition

CSRD is soliciting applications from VA research facilities to establish a Suicide Prevention Research Clinical Resource Center (S-CRC) that will serve suicide prevention investigators by providing highly critical research resources to facilitate programmatic and scientific needs. The CSRD S-CRC would be focused on accelerating clinical science (observational, interventional, epidemiological) in suicide prevention and assist in translation of this research into evidence-based prevention and intervention approaches to reduce Veteran suicide. Information regarding the S-CRC is located in the RFA **Suicide Prevention Research Clinical Resource Center (S-CRC), CX-22-015** located on our [VA intranet page](#).

III. LOI Approval Considerations

The following areas must be detailed in your LOI:

A. Principal Investigator (PI) Qualifications

An appropriately qualified PI would have a demonstrated history of VA-funded suicide prevention research as well as managerial or administrative experience participating in a research center.

B. Capacity of Site(s) to manage administrative functions of the Center

The Site(s) has the capacity to serve as a Center for suicide prevention researchers as demonstrated by presence of other existing research centers and/or network of investigators and support staff.

IV. Components of the LOI Submission

LOIs must be submitted using the following template. Each LOI must contain the following three required components (A-C):

A. VHA Research & Development Letter of Intent Cover Page (VA Form 10-1313-13)

This form is available on the [forms page of the VA Research website](#).

B. Completed LOI Template

The template is available on the CSRD [webpage \(Section IV\)](#).

C. PI's Biographical Sketch

The biographical sketch template is available on the [VA Research Intranet](#). If you cannot access the intranet, please contact your local research office.

V. Submission of the LOI

CSRD will review and respond to submitted LOIs at any time; however, an LOI must be submitted no later than **April 1, 2022**, for proposals intended for submission to the Summer Review cycle. LOIs must be e-mailed to VHABLRD-CSR@va.gov by the local VA facility research office. Applicants may not upload LOIs directly to the mailbox. Questions relating to the LOI preparation and submission process may also be directed to Joseph.Constans@va.gov. **Applicants are strongly encouraged to submit LOIs as early as possible.**

LOIs with the following issues will be administratively withdrawn:

- Multiple submissions on behalf of the same PI;
- LOIs lacking the requisite information;
- LOIs submitted by investigators who are not eligible to receive VA funding.

LOIs meeting all of the administrative requirements will be reviewed on the following criteria:

- Eligibility of proposed PI as described in the RFA;
- Scientific qualifications of the proposed PI;
- History of suicide prevention research at site(s);
- History of VA funding;
- Feasibility of proposed site(s) including prior experience developing integrated centers.

VI. Approval

The LOI approval letter must be submitted with the full application package (in the Letters of Support attachment). **CSRD may administratively withdraw from review any application that substantially deviates from what was described and approved at the LOI stage.**

Effective: January 31, 2022