

OFFICE OF RESEARCH & DEVELOPMENT

RESEARCH SUPPLEMENTS TO PROMOTE DIVERSITY & RESEARCH SUPPLEMENTS TO PROMOTE PARTNERSHIPS WITH SCIENTISTS ASSOCIATED WITH MINORITY SERVING INSTITUTIONS TO ENHANCE DIVERSITY IN VA RESEARCH

February 15, 2023

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, Carol Fowler, Ying-Yee Kong, Christina Williams, Carole Woodle, Patricia Cullum

DEI co-Chairs: Shakeria Cohen and Mark Roltsch



Choose **VA**

VA



U.S. Department
of Veterans Affairs

Overview

1. Purpose

2. Particulars for Mentored DEI Supplements

3. Particulars for Partnership Supplements

4. Application

5. Timelines



Choose **VA**

VA



U.S. Department
of Veterans Affairs

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
- **Partnership supplement:** foster partnerships with non-VA institutions (i.e. MSIs)

Participating Services

- Biomedical Laboratory R&D (BLRD)
- Clinical Science R&D (CSRDR)
- Health Services R&D (HSRDR)
- Rehabilitation R&D (RRDR)

VA Award: Active Merit (I01)

Eligibility (DEI supplement): VA Mentor

- **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 mentorship as applicable
- Sole funding from COINs, CORES, Centers, REAPs, QUERI **not** eligible

Eligibility- DEI supplement Early Career mentee

- US citizen
- 0 - 3 years after doctoral level degree
- 0 - 3 years after 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
- **RFA: RD-23-029**

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 and Training plan
- Research Project & Feasibility:
 - Can develop data for a **distinct** CDA-1 or CDA-2 application?
- Environment
- Ethical/Safety Issues

Eligibility for Partnership 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 Partnership 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:

- Engage in ongoing innovative and impactful VA studies
- Share techniques and obtain training in innovative research
- Develop long-term plans for underrepresented scientists to continue their engagement with VA research.

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-23-030**

Partnership Supplement

- 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



Intent to Submit Email*

- Send an email to VHACoordDEIWG@va.gov with:
 - Name of Principal Investigator,
 - eRA number and title of the Merit attached to the supplement application;
 - involved sites and personnel (Include Mentee);
 - 2-3 line description of main research areas
-
- Due ~3 weeks before supplement due date
 - * Encouraged but not mandatory

Review Considerations – Partnership Supplement

- Significance
 - How supplement will expand/enhance Merit
- Approach
- Feasibility
- Investigators
 - Plans to collaborate/ form partnerships
- 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:

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

- **Enter RFA#**

 - **RD-23-029**

 - **RD-23-030**

- Follow prompts to initiate application.
- **Also available thru www.Grants.gov**

Application: SF424 Form Pages to Complete

- R&R Cover (See next slide)
- R&R Other Project Information (See FOA/RFA)
- Performance Sites (VA site and for RD-23-030, list site of collaborator)
- R&R Sr/Key Personnel Profile
- R&R Budget (up to 2 years)
 - Need Budget Justification with Summary Budget Worksheet

Considerations and Instructions

- Type 3 supplement to a funded Merit (i.e. I01s)
- See FOA/RFA and VA-ORD SF424 guide
- **SF 424 R&R Cover Form:**
- Box 4 - Use eRA number of Merit (i.e. BX001234)
- Box 8 – Mark revision
- Title: title of the parent Merit award
- PI listed in Box 14 of Cover should be PI of Merit

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 (see RFA – 7 for RD-23-029 and 4 for RD-23-030*)	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	

Instructions – Cover Form (cont.)

- 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
- 40 line abstract
- 10 Line Narrative
- References – 4 pages max
- Facilities and Equipment – for the supplement

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
 - Do update procedures if needed
- Director's Letter – follow SF424 guide – focus on supplement activities
- DMAP – from Parent Merit
- Appendices (optional)

R&R Budget - forms

- Section A - PI/Mentor – PI in box 14 of cover sheet
 - (Cal. Months Effort, \$0.00 salary)
- Section B – ‘Add other Project role’
 - **Mentee or VA collaborators** can be listed here
 - List # people, effort, salary and fringe here
- **Budget Period 1 and 2 dates must match Cover Page**
- **IPAs should be under other direct costs (line F8)**
- Use Summary Budget Worksheet (SBW):
 - <http://vaww.research.va.gov/funding/electronic-submission.cfm>

SBW is first page of budget justification narrative

Common Warnings/errors

- Warning regarding revision type (can be ignored):
“R&R Cover The Revision type of application may only be used to apply for supplemental funding on an existing VA award. For new competitive applications or competing renewal applications, select the appropriate application type in block 8 of the SF 424 R&R. (001.33.3)”
- Warning that PI should match the PI on project – **Contact**
Carol.Fowler@va.gov
- Error regarding dates of supplement:
 - **Dates of supplement budget must not extend past the grant’s active dates in eRA.**

Timeline: Partnership Supplement

Due Dates for RD-23-030

Begin Submitting Award Applications	March 1
Intent to submit email	March 10
Down-to-the-Wire Application Submission Deadline After this date, the full two (2)-business day application viewing window cannot be used.	March 30
Application Submission Deadline to Grants.gov Changed/corrected applications submitted after this date will be withdrawn.	April 3 5:00 pm local time
Review and Award Cycles	Spring 2023
Review	May-June
Earliest Project Start Date [§]	July 1



Timeline: Mentored Supplement

Due Dates for RD-23-029

Table 3. Standard Dates for Application Deadlines for 2023

Submission Cycles	Summer 2023
Budget Cap Waiver Request Submission Deadline	June 1
Begin Submitting Award Applications	June 1
Intent to submit email	June 12
Down-to-the-Wire Application Submission Deadline After this date the full two (2) business day application viewing window cannot be used.	July 3
Application Submission Deadline to Grants.gov Changed/corrected applications submitted after this date will be withdrawn.	July 6 5:00 pm local time
Review and Award Cycles	Summer 2023
Review	August-September
Earliest Project Start Date [§]	October 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 \(I01, Type 3\)](#) (Released January 20, 2023)

RD-23-029

Summer

[Research Supplements to Promote Diversity \(I01, Type 3\)](#) (Released January 20, 2023)

RD-23-030

Summer



QUESTIONS?

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