OFFICE OF RESEARCH & DEVELOPMENT

RESEARCH SUPPLEMENTS TO PROMOTE DIVERSITY

May 23, 2024

Carol Fowler, PhD on behalf of:
Diversity Equity, Inclusion Working Group
Office of Research and Development Department of Veterans Affairs

Acknowledgements

Workforce Resources Subcommittee:

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DEI co-Chairs: Shakeria Cohen and Mark Roltsch

Overview

1. Purpose

2. Particulars for Mentored DEI Supplements

3. Application

4. Timelines

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

Participating Services

- Biomedical Laboratory R&D (BLRD)
- Clinical Science R&D (CSRD
- Health Services R&D (HSRD)
- Rehabilitation R&D (RRD)

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

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Eligibility- DEI supplement Early Career mentee

- US citizen

- 0 - 3 years <u>after</u> doctoral level degree

- 0 - 3 years <u>after</u> last clinical training if licensed clinician

- These underrepresented populations* are <u>encouraged</u> 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**

- 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

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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

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 August 1, 2024
- * Encouraged but not mandatory

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

- 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)

- 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	
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	Section 3.4
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

- Supplement project period:
  - **must** be within the parent award project period
  - Can be for **up to** 2 years
  - (i.e., 1/01/2025-12/31/2026)

- 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 <u>species</u> use
  - Do update procedures if needed

- Director's Letter – follow SF424 guide – focus on supplement activities

- DMAP – from Parent Merit

- Appendices (optional)
  - Abbreviations, publications, etc.

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 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.

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Due Dates for RD-23-029

Submission Cycles	Fall 2024
Budget Cap Waiver Request Submission Deadline	July 15
Begin Submitting Award Applications	August 1
Intent to submit email	August 1
Down-to-the-Wire Application Submission Deadline After this date the full two (2) business day application viewing window cannot be used.	September 6
Application Submission Deadline to Grants.gov Changed/corrected applications submitted after this date will be withdrawn.	September 10 6:00 pm local time
Review and Award Cycles	**Fall 2024**
Review	October-November
Earliest Project Start Date[§]	January 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; Update April 26, 2024)	RD-23-029	Fall

Choose VA

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QUESTIONS?

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