



## Investigator Guidelines for VetREP Engagement

1. The purpose of VetREP is to collaborate with VA researchers to improve research related to Veterans' health and health care by:

- 1) Providing feedback on new and ongoing research and evaluation of projects involving Veterans;
- 2) Providing advice on the use of study results; and
- 3) Supporting the role of health services research at the VA and in the community

The VetREP can provide guidance and feedback to researchers in the following areas:

- 1) Setting research priorities and developing research questions
- 2) Designing research studies (e.g., recruitment approach, perceived feasibility of intervention, selection of outcomes that are important to Veterans)
- 3) Creating, reviewing, and providing feedback on research materials (e.g., focus group guides, print materials, surveys)
- 4) Interpreting and disseminating research findings

2. VetREP should not be used as a mechanism for carrying out study activities such as participant recruitment or the conduct of focus groups and surveys. However, the Veteran Representatives can provide feedback and recommendations on things such as the development of recruitment material (e.g., flyers, brochures, etc.), recruitment strategies, relevance and appropriateness of focus group and survey questions, and study measures. If you have any questions about whether your specific research idea or project needs are appropriate for VetREP, please contact Brandolyn White ([brandolyn.white@va.gov](mailto:brandolyn.white@va.gov)) or Jennifer Gierisch ([j.gierisch@duke.edu](mailto:j.gierisch@duke.edu)).
3. To schedule a presentation with the VetREP, investigators should complete and submit a request form. Request forms can be obtained on the R: drive at [..\Imp\\_Sci\\_Library\Durham COIN Partners & Capabilities](R:drive\\..\Imp_Sci_Library\\Durham_COIN_Partners_&_Capabilities). You may also contact Brandolyn White if you experience any issues with accessing the form. Please refer to the timeline for submission, review and notification in **Table 1**.
4. Request will be reviewed and approved on a monthly basis.
5. Upon approval of requests, investigators will be scheduled to present. Meetings of the VetREP occur every 3<sup>rd</sup> Wednesday from 12pm – 2pm. **While an attempt will be made to accommodate the schedule preferences of investigators, presentations will be scheduled based on earliest availability. Investigators should be sure to plan their timelines accordingly, especially against grant submission and other deadlines.**
6. Presentations will typically occur within a 1-2 hour block, but less time may be required for a more limited or narrow question or task. For the Veteran Representatives' review

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in advance of the presentation, investigators should submit the following material in advance of the scheduled meeting:

- Abstract using layman’s terms;
- 2-3 specific questions for the Panel that investigator would like feedback/help on;
- Any supporting study material for review and feedback, if applicable (survey or focus group questions, recruitment material, informed consents, etc.); and
  - Note: If there are electronic materials such as websites that you would like feedback on, please provide the URL where members can review sites in advance.
- **Optional:** A PowerPoint slide presentation (including background information about the health and/or healthcare issue) that will be used to guide the oral presentation to the VetREP. A maximum of 7 slides is preferred.

Materials should be emailed to Brandolyn White ([brandolyn.white@va.gov](mailto:brandolyn.white@va.gov)). Please refer to the timeline for submission of materials in **Table 1**.

7. Following the presentation, investigators will receive a follow-up survey for completion at 1 week, 6months, and 12months post-meeting. The surveys will assess the impact of VetREP and Veteran engagement on the research idea or study of interest. Investigators will also have an opportunity to provide general feedback on their interaction with the Veteran Representatives.
8. In addition, investigators will be expected to provide a 6 month and 12 month update to the VetREP on accomplishments and provide feedback on how the input of the VetREP modified the research. Updates will occur across the duration of the project.
9. Investigators will receive a copy of the meeting minutes, which will include feedback and recommendations provided by the VetREP.
10. Investigators shall adhere to the rules of engagement set forth in the VetREP Charter. A copy of the charter can be obtained by contacting Brandolyn ([brandolyn.white@va.gov](mailto:brandolyn.white@va.gov)).

**Table 1. Timeline for Submissions, Review and Notification (includes an example)**

Action		
Submit Request Form	At least 1 month prior to 3 <sup>rd</sup> Wednesday of the following month	Submit by April 19 for the May 17 meeting session
Notification of Request	5 business days after submission	Notification by April 26
Submit project materials	2 weeks prior to meeting	May 3
Power Point (optional)	2 days prior to meeting	May 15

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