

# HEALTH SERVICES RESEARCH PROJECT MODIFICATION OPPORTUNITY

April 27, 2009

**1. Background:** Veterans are facing many new healthcare challenges. The Veterans Healthcare System must encourage more rapid innovation, productivity, and continuous improvement to address those challenges effectively and efficiently.

**2. Purpose:** Due to special circumstances, currently funded HSR&D investigators are being offered a one-time opportunity to submit an additional project modification request to enhance their research project by requesting funds to (for example): increase enrollment of women and minorities; develop and enhance specialized expertise that can broaden or strengthen the scope of the project; purchase equipment; modify the project based on interim findings; and/or develop and/or disseminate research results.

**3. Eligibility:** Principal investigators of all currently funded HSR&D projects that are in good standing are eligible.

## **4. Project Modification Requirements:**

- Specific new goals must be clearly specified and justification fully articulated. A revised GANTT chart with new activities must be included for the entire funding period.
- Project modification budget request must be no less than \$15,000 and no greater than 19% of the total current project budget.
- No IT funds can be requested.
- Innovative collaborations (cross-service and/or external) are strongly encouraged in accordance with VA agreement policies.
- It is expected that ALL funds from this opportunity will be spent or obligated by September 30, 2010. Modifications that expect to complete expenditures in FY 2009 will be given preference. Documentation to support plans (including completion of any required additional IRB or other reviews) will be required.

**5. Application Process:** To be considered for this special opportunity, project modifications must be submitted ELECTRONICALLY BY THE R&D OFFICE directly to: [vhacohsrdpm@va.gov](mailto:vhacohsrdpm@va.gov), no later than close of business on July 31, 2009. Consideration and funding decisions will be made as requests are received and funds are available. Early submission is strongly recommended, especially for expenditure of funds in FY 2009. The email should have the following text in the "Subject:" line: *PMO [Project ID and PI last name]*.

**NOTE: Standard project modification process, oversight rules, and forms will be used** [http://www.hsrd.research.va.gov/for\\_researchers/policies/1204-5\\_Appendix\\_A.doc](http://www.hsrd.research.va.gov/for_researchers/policies/1204-5_Appendix_A.doc). Approval from the ACOS for Research is still required and all project modification requests must include a budget justification narrative and a summary budget table (see sample table on page 3).

**6. Notification:** Notification of the decision will be sent out by electronic mail, as per the standard project modification process. Every effort will be made to expedite the notification.

**7. Decision Process:** Recommendations for approval of the project modifications will be based on:

- a. Importance of the project objectives to VHA and VHA research.

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- b. Perceived value based on innovation and potential to expand knowledge (including negative or unanticipated findings).
- c. Project organization and management, including appropriateness of budget, timeline, and investigator qualifications.
- d. Overall integrity of the project.

**8. Further Information/Questions:** Questions about this opportunity should be directed to the HSR&D Scientific Program Manager (SPM) currently assigned to the existing funded project. If you are uncertain which SPM is assigned to your project, please send an e-mail to [vhacohsrdpm@va.gov](mailto:vhacohsrdpm@va.gov).

**SUMMARY BUDGET TABLE**

<b>SUMMARY BUDGET TABLE</b>							
<b>Category</b>							
<b>Personnel</b>	<b>Primary Site Personnel</b>	<b>Role</b>	<b>Grade</b>	<b>Step</b>	<b>% Effort</b>	<b>FY 09 Salary+Fringe</b>	<b>FY 10 Salary+Fringe</b>
		<b>Site Subtotal</b>					
<b>Personnel</b>	<b>Additional Site (subaward)</b>						
		<b>Site Subtotal</b>					
<b>Project Total for Personnel</b>							
<b>Consultant</b>	<b>Site</b>						
<b>Equipment (non-IT only)</b>	<b>Site</b>						
<b>Supplies</b>	<b>Site</b>						
<b>Project Travel (total from Travel Table do not itemize)</b>							
<b>Other</b>	<b>Site</b>	<b>% Effort (for IPAs)</b>					
<b>TOTAL</b>							

## ***Budget Justification***

All items in the budget must be clearly justified. Provide a **single** narrative for all expenditures (budget years and sites). Begin the justification narrative by summarizing all expenditures using the Summary Budget Table above.

Following the Summary Budget Table explain all differences in operating expenses between years.

**Personnel:** Fully explain the role and calendar months effort of the PD/PI and all personnel listed under personnel. If the PD/PI is a non-clinician scientist paid by the research appropriation, fully describe the basis for any difference in the calendar months effort for the work proposed and total VA effort (salary support). Submission of the application signifies facility agreement to have the non-clinician PD/PI perform the work described to justify salary. Physicians and dentists who are not licensed to practice in the United States and are requesting salary must be clearly identified as such and justified in this section. If the project has more than one site, identify the personnel by site, for example:

### Washington, DC Personnel

Justification narrative

### Boston, MA Personnel

Justification narrative

**Equipment:** For each item, justification should include a discussion of why the equipment is needed and why similar existing equipment (if any)—whether at the applicant VAMC or in a nearby research space, common resource equipment, borrowed, or on loan—cannot be used. Include the cost of maintenance. Equipment less than \$5,000 must be justified under “Materials and Supplies.” Patient care equipment purchased for use in the research study must be equipment that is not provided in the customary care of patients. If the project has more than one site, identify the equipment needed by site, for example:

### Washington, DC Equipment

Justification narrative

### Boston, MA Equipment

Justification narrative

**Travel:** Travel costs for the conduct of research should be clearly justified in the budget justification section using the Project Travel Table format below.

<b>Project Travel Table</b>						
Traveler	Status (VA or non VA)	Destination	Number of Trips	Year of Trip	Estimated Cost	Purpose

**Materials and Supplies:** Itemize expendable supplies in separate categories. Explain how the costs for each category of supplies were derived (e.g., based on the PD/PI’s expense history in performing similar research). Equipment greater than \$5000 must be justified under “Equipment.” If the project has more than one site, identify the materials and supplies needed by site, for example:

Washington, DC Materials and Supplies

Justification narrative

Boston, MA Materials and Supplies

Justification narrative

**Consultant Services:** Clearly explain the expertise of each consultant with regard to the proposed research, the nature of the service to be provided, the number of consultations, and professional status (PhD, RN, etc.). If the project has more than one site, identify the consultants needed by site, for example:

Washington, DC Consultants

Justification narrative

Boston, MA Consultants

Justification narrative

**Other:** Justify the costs of any items listed under this budget category. If the project has more than one site, identify the other expenditures by site, for example:

Washington, DC Other

Justification narrative

Boston, MA Other

Justification narrative