Delay in Processing Project Modification Requests

HSR&D Investigators:

We apologize for the delay in processing project modification requests (PMRs) over the last several months.

Internal staffing shortages, realignment of duties, and an unprecedented volume of PMRs for processing due to ORD special solicitations involving COVID-19 and redistribution/pullback of FY21 funds, in aggregate, contributed to delays.

We are working diligently with ORD Finance to process the few remaining PMRs and anticipate having them completed by the end of next week (August 20, 2021). Approval notifications with pink sheets (as applicable) will be distributed to the field on a rolling basis, as they become available.

We also are actively working with ART to develop a fully automated module within that system to process PMRs, which we anticipate launching on or about November 1, 2021. We are confident that converting to a fully electronic system will eliminate errors and duplication of work, as well as significantly increase efficiency, i.e., timeliness of PMR completion.

Meanwhile, in order to minimize disruptions to ORD Finance work associated with processing the PMRs and keep them moving forward, we ask that you please follow the guidance below.

1. Do not email ORD Finance personnel directly with inquiries about PMRs.
2. Inquire with your local Fiscal Office and/or Research Administration Office about funds received or pulled back in association with specific PMRs.
3. Verify extensions of project end dates in ART or eRA.
4. Submit questions on the status of PMRs directly to the mailbox VHA CO HSR&D Project Modifications c/o vhacohsrdpm@va.gov.

a. When emailing the HSR&D Project Modification Mailbox, please type the Subject beginning with the terms “PMR Status for” followed by the Project ID# and Title. This specific terminology will enable us to sort the emails and identify those that require immediate attention.
b. Emails inquiring about the status of PMRs will be responded to on a daily basis as they are received.

As a reminder, HSR&D ceased accepting PMRs for FY21 in July and will not resume acceptance of new PMRs until October 1, 2021. Exceptions to the PMR closeout may be made on a case by case basis for true emergencies with concurrence from Scientific Program Managers assigned to the project(s).

Thank you for your understanding and cooperation with the PMR status communication outlined above.