**HSR&D Quad Chart Instructions**

The completion of a Quad Chart by the PI is required for each approved project. The Quad Chart must be provided as a PowerPoint file (.ppt or .pptx), and is expected to inform a non-technical audience about the design and merit of the work as follows:

Project Title: Same as submitted on application

PI: Include PI first and last name with degrees, if MPI, include all MPIs

Station Code: List VAMC name and location of PD.

Award #: Use HSR&D Project ID (IIR/SDR/CRE/PPO identifier)

Quadrants 1 & 2: Project Description and Project Benefits and Innovations:

Enter award amount

Enter start and end date for award.

Please provide a succinct, bulleted summary of the project aims, scientific innovations, and benefits to Veterans. Please use **Arial 11 point font**. Reduce the amount of text, not the size of the font, if you do not have enough space. Please ensure that the language is suitable for members of the general public, rather than for researchers or other professionals; it should be in clear, plain English that a typical senior high school student can understand. The use of jargon and abbreviations should be avoided, and any technical terms that are included must be explained.

Quadrant 3: Graphic Representation of the Most Significant Scientific Problem or Approach

The graphic representation can be a chart, graph, or other image that illustrates the problem, approach, pathways, or relevant data. *Please make sure that no Personal Identifiable Information or image (such as the face of a human subject) is included, unless permission to do so has been secured in accordance with VHA Handbook 1605.10 (and a completed Form 10-5345 has been obtained).*

Quadrant 4: Timelines

Please ensure that the timelines and the tasks provided address the aims described in the first quadrant. List specific tasks/activities (not Aim 1, Aim 2…) in each Project year – this is similar to your Gantt Chart in your application. If the project is 1 year, please list by quarter.

For Final Reports go to master slide settings and change the title of this quadrant to Key Findings rather than Timelines. Using a bullet format, list the key findings from the project.

[Click here](https://vaww.gateway.research.va.gov/jit/documents/reference/QuadChartTemplate.pptx) to download the Quad Chart template.

[Click here for](https://vaww.gateway.research.va.gov/jit/documents/reference/QuadChartInstructions.docx) a Word file with more detailed instructions and FAQs for preparing the Quad Chart.

**For help with the content of Quad charts for studies funded by HSR&D, please contact:**

* HSR&D JIT Manager: [vhacohsrdjit@va.gov](mailto:%20vhacohsrdjit@va.gov)

For instructions and questions on Quad charts for studies funded by other ORD services, please contact:

* BL/CSR&D JIT Manager: [Jarrod.Collier@va.gov](mailto:%20Jarrod.Collier@va.gov)
* RR&D JIT Manager: [Tiffany.Asqueri@va.gov](mailto:%20Tiffany.Asqueri@va.gov)

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| **Documents** | |
|  | Quad Chart |