

CVRE Investigator Award Program (FINAL, 1/7/2019)

PURPOSE

The primary objective of the CVRE **Investigator Award Program** is to enhance the research productivity of MVAHCS investigators.

Funding through this program is intended for well-defined needs including but not limited to:

- Pilot data acquisition
- Equipment and supplies
- Training
- Grant writing assistance
- External grant reviews
- Travel or publication expenses (*for research career development track or active investigators only*)

Note: Bridge funding is not available through this program.

ELIGIBILITY

Eligibility is limited to VA staff (MD, DO, PhD or equivalent with $\geq 5/8$ paid VA appointment) with a faculty appointment at the University at any level. To be eligible, investigators must have an actual or a 6-month projected zero balance in their CVRE residual fund account(s).

Only **active investigators** and **investigators on a research career development track** are eligible for travel funds or publication expenses.

- **Active investigator** status is defined as one or more of the following within the past 2 years: PI on funded research; applied for research funding as PI through either CVRE, University of Minnesota or the VA; or published research-related papers in peer reviewed journals
- **Research career development track** is defined as having a formal mentoring plan, protected time for research activities, and a current faculty appointment at the University, as detailed in a letter from the applicant's supervisor or PSL director

Any questions about eligibility should be directed to the ACOS or deputy ACOS before preparing an application.

APPLICATION

The application consists of 3 components:

1. **Cover email** that includes
 - a. the title and \$ amount of your request
 - b. VA and University titles and contact information.
 - c. Supervisor's name
 - d. Formal research career development track status (Y/N); requires support letter, see below under Attachments
2. **One-page application** (font size 11 or larger, margins at least 1")
 - a. Title of request (*e.g. travel to AHA meeting in Chicago to present accepted abstract; 80 hours of study coordinator time to acquire pilot data for grant resubmission; external grant review by Dr. Bigshot at Harvard*)
 - b. Description of Supporting Documentation attached all applications must include some form of supporting documentation. Examples are listed in the table:

Type of Request	Examples of Supporting Documentation
Pilot Data Acquisition, including study coordinator time	Grant review requesting such data prior to resubmission
Data / Statistical Analysis	Letter from journal requesting such analyses for revise & resubmit
Equipment, supplies, etc for funded project	Request for additional support from funding agency (that was denied or only partially supported)
Training	Letter from supervisor confirming support
Assistance with grant editing/writing	Draft grant proposal or specific aims page
External Grant reviews	Draft grant proposal
Travel or publication expenses	Letter of acceptance for publication or presentation

c. Request

- i. Explain what you want, why you want it and how it will benefit your research program.
- ii. Indicate if you are on a formal research career development track
- iii. Address the feasibility of completing the work within 12 months
- iv. Comment on any anticipated barriers to completing the work
- v. If requesting travel or publication funds, attest to your active investigator or career development status

d. Budget

- i. Budgets are for 1 year only and must be pre-approved by the CVRE CFO
- ii. List expenses in 3 categories: travel; equipment & supplies; personnel
- iii. Budget Cap
 - \$10,000 (exceptions to this cap may be considered)
 - Travel must not exceed \$1500, including conference registration fees
- iv. Budget Justification
 - For personnel include the employee’s name, salary, % time, and duration of employment
 - Explain the specific purpose of any requested equipment/supplies; services (e.g. data analysis; grant writing/editing/review); or training

3. Attachments

- Current CV
- Supporting Documentation (see table above) *Every application must include supporting documentation.*
- Budget justification attachments Quotes or proposals from vendors or consultants for equipment/supply purchases, services or training.
- Support letter if you are on a research career development track, signed by your section chief or PSL director. The letter should describe your mentoring plan, the amount of protected time you have for research activities, and your current faculty appointment at the University.

APPLICATION SUBMISSION

Applications are accepted at any time and should be sent via email to hanna.bloomfield@va.gov In most instances, award decisions will be made within 8 weeks of receipt of a complete application. In addition, CVRE may solicit “Requests for Proposals” with specific deadlines once or twice a year.

APPLICATION REVIEW

After administrative review in CVRE, proposals will be considered by the Research Advisory Panel (RAP) or

its designee(s). Applicants may be asked to present a brief synopsis of their request in person to the RAP.

Review criteria:

- Eligibility including
 - balance in residual fund accounts projected to be zero within 6 months
 - active investigator status or career development track for travel or publication expense requests
- Investigator status (e.g. history of productivity, impact, timeliness, responsiveness, compliance)
- Outcome importance (e.g. a publication in a high impact journal will be given more consideration than a low impact journal; a federally funded grant will be given more consideration than state or foundation funding)
- Likelihood that the award will lead to the stated outcome (eg. funded grant, publication)
- Past CVRE funding through this program
 - Generally, investigators are eligible for only one travel award every 2 years
- Research career development status (e.g. NA, well positioned, not well positioned)
- For pilot fund requests, priority will be given to proposals that are responsive to grant reviews

TERMS OF SUPPORT

If funds are requested to support a research project, the study must be approved by the Research and Development Committee and, if applicable, appropriate Subcommittee(s). An application will be accepted if approval is pending, but funds will not be released until approval has been confirmed.

Award amounts are determined by the Research Advisory Panel and administered by CVRE. Award titles and \$ amount will be made publicly available on the CVRE website. Funding from CVRE must be acknowledged in all related publications.

Funds must be used according to the approved budget. These funds are not subject to overhead fees and must be used within 12 months of the release date. Unused funds revert to CVRE.

A final report must be submitted to the Research Advisory Panel as soon as the work or travel or purchase is completed and no later than 15 months after the date the award was granted. This report should be no longer than 1/2 page and include a summary of work accomplished and benefits accrued (see table below).

Type of Support	Examples of outcomes to include in Final Report
Pilot Data Acquisition, including study coordinator time	Results of pilot study; status of resulting manuscripts or grant proposals
Data Analysis	Status of the relevant grant or manuscript
Equipment, supplies, etc for funded project	Project status
Training	Indication of how training is being used
Assistance with grant editing/writing	Grant status
External Grant reviews	Grant status
Travel or publication expenses	Connections made, awards won, other recognition