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CLINICAL RESEARCH CAREER DEVELOPMENT PROGRAM

1. Purpose. This Veterans Health Administration (VHA) notice announces an addition to the Office of Research and Development (R&D) Career Development Program, the Clinical Research Career Development (CRCD) Program. This new career development track has a fundamental objective to build capacity, in a wide geographic distribution, for the Department of Veterans Affairs (VA) to conduct patient-centered clinical research in acute-care hospitals, long-term care facilities, or outpatient settings. **NOTE:** *This will advance the veterans' healthcare system in fulfillment of its primary mission of patient care, supported by appropriate research and education.*

2. Background. The CRCD awards are designed to foster the research careers of clinician scientists who are not yet fully independent but who seek to become independent clinical researchers. The program will provide salary and limited research funding during the 1 year of didactic work for non-degree candidates taking courses in such areas as epidemiology, statistics, data base management, clinical trials research methods, and other relevant courses. **NOTE:** *Tuition expenses are not provided.* The second and third year will offer the trainee salary and research expenses to conduct clinical research projects under the direction of an experienced mentor. Applicants who seek the Master Degree in Public Health (MPH) or other relevant Master's-level degrees may request salary-only support for up to 2 years of didactic training, followed by salary and research expenses during 2 years of clinical research training. **NOTE:** *No tuition support will be provided during any segment of this program.*

3. Description of Award

a. Eligibility

(1) The CRCD Program is open to fully-trained clinicians of all types with doctoral degrees: physicians, dentists, psychologists, social workers, clinical engineers, audiologists, speech pathologists, etc. The CRCD program provides protected time to clinician-investigators for a period of concentrated research activity. Awardees may not function in administrative roles, such as clinical Section Head, Service Chief, or Department Head during the terms of their CRCD appointments. Implicit in all CRCD applications is the understanding that the applicant foresees a career within VA.

(2) The CRCD award is for 3 or 4 years and is designed to provide salary and research support only to a fully trained clinician who is entering, or has recently entered, a career in clinical research. The applicant must be nominated by the VA medical center and should propose to develop clinical research skills in areas of importance to the mission of VA. The applicant should not be an independent researcher, but must show evidence of research competence. The goal for awardees at this level is to acquire sufficient proficiency to compete for research funding by the end of the appointment. Physician applicants must have completed clinical training and meet Board certification requirements for practicing in the relevant health care profession or obtain a waiver of such requirements from Office of Patient Care Services in VHA Headquarters. Non-physician candidates must be licensed as required to conduct the research. Applicants must have completed their most recent clinical training within the past 3 years. An appropriate academic appointment is at the instructor or assistant professor level.

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b. **Salary and Requirements.** The CRCD award salaries may not exceed Senior Grade for Title 38 physicians and dentists. Title 5 awardees will be appointed at a maximum level of GS-12 unless currently employed at a higher grade. At least 75 percent of an awardee's time must be devoted to research and/or didactic work. In reference to MP-5, Part II, Chapter 3, Section B, subparagraph 1c(2)(b), as revised, awardees are expected to make a clinical contribution (up to 25 percent time) to their local medical center. During the first year of the CRCD award, funding for salary of non-degree candidates will be provided. In addition, if the awardee does not have at least \$20,000 per year in research funding for supplies, equipment, and staff, funds may be requested to bring the total research funds to \$20,000 per year. During the second and third years of the award, up to \$50,000 in research funding may be requested if not already available to the awardee. *NOTE: Applicants seeking the MPH or other relevant Master's-level degrees may request up to 4 years of salary.* Research support will be provided during the third and fourth years. Should the applicant receive other VA research funds during the award period which would replace research funds from this award, the Associate Chief of Staff (ACOS) for R&D is responsible for notifying the Medical Research Service (MRS) in order to readjust the award budget. Work under the CRCD award must be conducted at established VA training sites located at Cooperative Studies Centers, Epidemiological Research and Information Centers (ERIC), and/or Health Services Research and Development Service (HSR&D) Centers. Other sites may be considered with strong justification. CRCD awards are not renewable.

4. **Application.** Applications will be accepted from candidates with an approved Letter of Intent (LOI). Approved LOIs are valid for three consecutive application cycles. All applications for the CRCD program must be evaluated by the VA medical center R&D Committee and approved by the Dean's Committee and the medical center Director prior to submission. Peer review of all applications will be coordinated by the MRS on behalf of the Office of R&D.

a. **Evaluation.** Applications will be evaluated on the following criteria:

- (1) Qualifications of the applicant (i.e., previous training and accomplishments);
- (2) Quality of the clinical research program proposed;
- (3) Qualifications of the mentor, including accomplishments and research support;
- (4) Suitability of the training and career development plan to the background and career goals of the applicant (i.e., research vision and growth potential);
- (5) Suitability of proposed coursework;
- (6) Suitability of the medical center for the research and training proposed;
- (7) Anticipated effect of the proposed award on the VA research career of the applicant;
- (8) Feasibility of the proposed research;
- (9) Relevance of the work to the needs of the VA; and

(10) Long-term commitment of the VA medical center to the applicant.

b. **Submission.** The application must be submitted in accordance with instructions contained in Attachment B.

c. **Resubmission.** An application that was either disapproved or approved but not funded, may be revised and resubmitted. The revised application must contain a letter not to exceed three pages, discussing the response to the reviewers' comments and a copy of the letter notifying the applicant of the original LOI approval.

5. Definitions

a. **Appointments**

(1) All appointments are full-time, time-limited appointments and are subject to applicable qualification requirements, including credentialing and privileging. The CRCD awards are for 3 or 4 years and are non-renewable.

(2) Awardees in occupations covered by Title 38 United States Code (U.S.C.) will be appointed under 38 U.S.C. 7405 (a)(1)(A), (B), (C), or (D), as appropriate. No bonus payments will be authorized. Title 5 applicants may be appointed under Title 5 Code of Federal Regulations (CFR) 213.3227(a) (Schedule B). Grade determination for Title 38 awardees will be determined locally based on qualification standards in VHA Supplement MP-5, Part II, Chapter 2; MP-5, Part I, Chapter 338; or the Office of Personnel Management (OPM) Handbook as applicable. Awardees covered by Title 5 U.S.C. will be appointed at grades determined appropriate by their local serving Human Resources Management (HRM) office. Title 38 and Title 5 employees are required to meet the VA and Federal appointment hiring requirements as applicable. Documentation of an applicant's eligibility for VA employment must be provided with the LOI (see Att. A). **NOTE:** *The employment application process should be coordinated with the local serving HRM office to ensure applicants meet the VA appointment regulations.* The ACOS for R&D, or a responsible VHA facility management official, is responsible for ensuring that current employees are converted to the applicable appointment authority cited in this subparagraph upon receiving a CRCD award.

b. **LOI**

(1) Applicants are required to submit an LOI by the November 1 or May 1 deadlines. In addition, a detailed "Request for Exception" letter must be included with the LOI in the following circumstances:

(a) A CRCD applicant proposes to conduct the clinical research at a VA facility other than a Cooperative Studies Center, ERIC, HSR&D Centers of Excellence or Rehabilitation Center of Excellence;

(b) A CRCD applicant proposes to conduct the clinical research at a site remote from the primary mentor; or

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(c) A CRCD applicant holds an academic rank above Assistant Professor.

NOTE: Request for Exception letters must be reviewed and approved by the Chief Research and Development Officer (CRADO) before an LOI can be approved.

(2) Each LOI will be reviewed to determine if the background of the applicant is appropriate for the requested award, and the background of the mentor(s) is appropriate to train and develop the applicant. Applications will not be accepted without documentation of an approved CRCD LOI. Approved LOIs will be valid for three consecutive review cycles. LOIs must be prepared in accordance with instructions contained in Attachment A.

c. **Mentors.** Mentors are used in the CRCD Program to prepare the awardee for an independent clinical research career. Applicants for these awards select from one to three highly qualified mentor(s) with expertise and interest in the applicant's research. At least one mentor must be a VA investigator from an appropriate discipline who is committed to the training and development of the applicant. Up to two mentors (VA or non-VA) may supplement the expertise of the primary mentor. The application must contain a letter of support from the mentor(s) documenting the specific commitment to the applicant, and describing the mentorship program to facilitate the development of research skills.

d. **Didactic Training.** Didactic training may be conducted at the most appropriate established VA training site related to the Cooperative Studies Program (CSP), the ERIC, the HSR&D centers, or the Rehabilitation Centers of Excellence. Other well-established, well-justified sites will be considered for this portion of the training. *NOTE: No tuition, travel, or relocation expenses are provided by this program.*

e. **Award Transfers.** The CRADO may, in exceptional circumstances, approve a transfer of award to a different VA medical center. Such approval will only be given if it is in the best interest of the awardee's training program and VA. The R&D Committee, Dean's Committee, and Director of the new medical center are required to endorse the transfer and ensure that sufficient VA space and support will be available for the successful completion of the transferee's award. Research funds will not be provided to cover any moving or relocation expenses. If approved, the awardees may complete the balance of the award at the new VA medical center.

f. **Change in Mentor Status.** If the primary mentor relocates to a different facility, or is unavailable to train the awardee, the ACOS for R&D must immediately notify MRS. The primary mentor may not be replaced without the approval of MRS.

g. **CRCD Program Contract.** As a condition of the CRCD award, participants will sign a contract agreeing to acknowledge VA as the primary affiliation on all public reports and presentations, and participate in an annual CRCD review. Failure of an awardee to acknowledge VA support or employment may result in termination of the award, at the discretion of the CRADO.

h. **Annual Research Progress and Budget Review for CRCD Awards.** The progress of

each awardee will be reviewed annually. This is in addition to Annual Proficiency Reviews and Performance Reviews for Title 38 and Title 5 employees, respectively. The annual review is required after completion of 6 months of an award term. **NOTE:** *Instructions for preparation and submission of the Annual Review are described in Attachment C.*

(1) The annual review will be conducted by the ACOS for R&D or by a scientist(s) appointed by the Research Office at the host facility. The review will include the awardee's adherence to the training program, awardee-mentor interactions, research progress, research plans for the coming year, and recommendations to enhance or comply with the clinical career development program. The evaluation and recommendations of the reviewer will be discussed with the awardee and mentor(s). The awardee must respond to the evaluation in writing within 2 weeks. The response should include a plan for correcting any deficiencies identified.

(2) The evaluation and awardee response must be received at VHA Headquarters by MRS by June 15 of each calendar year. The MRS will manage the program for the R&D office and seek advise from the appropriate service to determine whether the progress and activities planned are satisfactory, satisfactory with contingencies, or unsatisfactory. If unsatisfactory, the awardee will be placed on 6 months probation, during which time the performance must return to a satisfactory level. If a re-review at 6 months determines that progress has not been satisfactory, the contract for the awardee will be terminated within 60 days. The decision for termination will be final. Awardees whose programs have been terminated may not reapply for CRCDD awards.

(3) Along with the evaluation and awardee response, if the awardee does not have other support, the MRS should also receive a budget request for research support funds. Candidates not seeking the Master's Degree may request up to \$20,000 for first-year awardees or \$50,000 for second and third year awardees. Master's Degree candidates may request up to \$50,000 per year in the third and fourth years of the award.

6. Responsibility. The Office of Research and Development (12) is responsible for the contents of this notice.

7. Rescission. This VHA Notice expires the last working day of June 2004.

Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

Attachments

DISTRIBUTION: CO: E-mailed 6/29/99
FLD: VISN, MA, DO, OC, OCRO, and 200 - FAX 6/29/99
EX: Boxes 104, 88,63,60,54,52,47 and 44 – FAX 6/29/99

ATTACHMENT A

FORMAT FOR LETTERS OF INTENT FOR
CLINICAL RESEARCH CAREER DEVELOPMENT AWARDS

1. A Letter of Intent (LOI) should consist of single-spaced typed pages. Use only letter-quality print; do not use a dot matrix printer. Do not use photo reduction or font size smaller than 11 point.

2. Each LOI should consist of the following materials:

a. Department of Veterans Affairs (VA) Form 10-1313-13, VHA Research and Development Letter of Intent Cover Page. In block 1, check "Medical Research Service." In block 3, check "Career Development." Under the words "Career Development," insert the words "Clinical Research Career Development." **NOTE:** *VA Form 10-1313-13 may be found on the web site: <http://www.va.gov/forms/medical/SearchList.asp>*

b. Name(s) and signature(s) of mentor(s).

c. An abstract of the planned research (not to exceed one page).

d. Proposed didactic work.

e. Letter describing changes from previous application (revised application only).

f. Curriculum vitae of the applicant and mentor(s).

g. Documentation in the form of a letter or memo from local human resource management (HRM) office stating the applicant meets minimum requirements for appointment in the VA.

h. Any letter(s) requesting exception, e.g., applicant above Assistant Professor rank or applicant's training site not located at a Cooperative Studies Center, Epidemiological Research and Information Center (ERIC), or Health Services Research and Development Service (HSR&D) Center.

3. LOIs will be considered incomplete and returned if they are not submitted in accordance with established procedures. The responsibility for following instructions and preparing a complete and timely submission lies with the Research and Development (R&D) Office at the originating VA medical center.

4. **Due Dates.** LOIs will be reviewed semi-annually. Deadlines for receipt are November 1 and May 1.

5. **Mailing Addresses**

a. LOIs should be mailed to the address listed as follows:

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Medical Research Career Development Program Manager (121E)
VHA Headquarters
810 Vermont Avenue, NW
Washington, DC 20420
(202) 273-8291

b. LOIs shipped to Medical Research Service by door-to-door couriers, such as Federal Express, should be mailed to:

Medical Research Service
Office of Program Review (121E)
1400 Eye Street, NW Suite 700
Washington, DC 20005
(202) 275-6634

ATTACHMENT B

**FORMAT FOR SUBMISSION OF APPLICATIONS
FOR CLINICAL RESEARCH CAREER DEVELOPMENT AWARDS**

1. A Clinical Research Career Development (CRCDD) application may be submitted only after receipt of an approved Letter of Intent (LOI). Applications should be prepared in a format consistent with the instructions in subparagraph 3a. The full application is prepared jointly with the mentor. The application must contain:

- a. A history of the applicant's educational and research experience.
- b. The mentor's qualifications, including research accomplishments, funding, training experience, and list of previous trainees.
- c. A detailed description of the training experience to be provided including types of formal courses to be attended, seminars, data sessions, and other types of mentoring experience.
- e. A detailed description of the research facilities, including core programs and opportunity for collaborations, is required.
- f. Applicants must include a research proposal which may be a pilot study, with supporting documents (see subpar. 2n).

2. **Specific instructions for Career Development Award Applications**

a. **VA Form 10-0102, Career Development Application**

(1) Complete items 3 through 9 as indicated on the form. To the right of the text in Item 10 (Program Level) enter "MRS." In addition, list the award (i.e., CRCDD) that is being sought. Item 11 (Proposed Starting Date) should be left blank. Item 13 should be completed from the appropriate list in "Codes and Instructions for Investigator Data Sheet" (see page 18 of VA Form 10-5368, VA Medical Research Information System Report). Complete items 13 through 16 as indicated on the form. Original signatures are required from the applicant and the Associate Chief of Staff (ACOS) for Research and Development (R&D).

(2) The back of VA Form 10-0102 is to be used for a one-page summary of the application. Key Words from the National Library of Medicine, Permuted Medical Subject Headings should be included. The summary should include a brief description of the research background, current research interests, future plans of the applicant, and a summary of the proposed research.

b. **Table Of Contents.** A Table of Contents must follow VA Form 10-0102. Headings should include items 1 through 15 of this instruction section, with subheadings as necessary for clarity. Add the page numbers for the material in the application corresponding to the headings in the Table of Contents.

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c. **LOI Approval Letter.** Append a copy of the LOI approval notification letter.

d. **Nominating Letters.** The CRCD Committee will accept a single letter from the medical center Director stating that the Dean's Committee and the Research and Development Committee have approved the submission of the application. Alternatively, applications may contain all three nominating letters. The Director's letter is expected to include any information pertinent to administrative matters, such as the commitment to offer a staff position to the applicant at the completion of the award or the date of citizenship eligibility for a non-citizen.

e. **Applicant's Biographical Sketch, Bibliography, and Research Support.** VA Form 10-1313-5, Investigator's Biographical Sketch and VA Form 10-1313-6, Investigator's Bibliography, must be included. Applicants must indicate current positions and any positions they expect to have between the time of submission of the application and the projected starting date of the CRCD award. The bibliography should not exceed two pages and should include a chronological list of all of the most important and pertinent publications and submitted papers. Literature citations must include the full title of the paper referenced. Following the bibliography, insert VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development Support, and abstract and budget pages for all non-VA support.

f. **Facilities Available.** In a paragraph or two, describe the office and research space and its location, specifying that the space is in a VA facility. Describe clinical resources and equipment available to the applicant, avoiding facility inventories. If the research space is not in a VA facility, the prior approval of the Chief Research and Development Officer (CRADO) must be obtained through a Letter of Exception submitted with the LOI.

g. **Mentor's Support Letter and Description of the Training Program.** A letter from each proposed mentor must be included with the application. This letter is critical for the application because it describes the content of the applicant's proposed research-training experience from the mentor's point of view. This letter should contain:

(1) A brief description of the distribution of the mentor's time in research, patient care, teaching and administration;

(2) An explicit description of the mentor's current obligations, including the number of residents, fellows and other trainees that the mentor is currently supervising in research as well as past and projected trainees, with inclusive dates; and

(3) A description of the plan for mentoring the applicant, including the role of the applicant in the mentor's clinical research program, role of the mentor in the applicant's clinical research, formal coursework and training experiences planned by the mentor for the applicant, nature of the mentor's interaction with the applicant, percentage of the mentor's effort that will be devoted to the applicant, and the degree and type of interaction that the applicant will gain from other researchers in the mentor's program or elsewhere at the medical center.

h. **Delineation of Clinical Role.** The appropriate Service Chief or Section Head must submit a statement describing the proposed patient care role of the applicant upon receiving the CRCD

award. An indication of the applicant's expected percent time in non-research activities should be included (not to exceed 10 hours per week).

i. **ACOS for R&D Support Letter.** The ACOS for R&D is required to submit a letter of support and acknowledge commitment to review the applicant's progress and development at least annually.

j. **Reference Letters.** Include 5 reference letters from professional colleagues. Reference letters should not be limited to the applicant's institution or affiliated university. The applicant is encouraged to include letters of support from other institutions that are willing to provide support and resources to the development of the applicant's clinical research career.

k. **Mentor's Curriculum Vitae with Bibliography and Research Support.** VA Form 10-1313-5 and VA Form 10-1313-6, must be included for each mentor. The bibliography may not exceed three pages and should include a chronological list of the most important and pertinent publications and submitted papers. Literature citations need to include the full title of the paper referenced. Following the bibliography, insert VA Form 10-1313-7 and VA Form 10-1313-8, and abstract and budget pages for all non-VA support.

l. **Response Letter (revised applications only).** A letter, not to exceed three pages, should address changes made in the application in response to the comments of reviewers.

m. **Career Plan.** Submit a detailed description of the Career Plan (no more than seven pages). In the plan, include:

- (1) Previous research experience and funding.
- (2) Current research interests and involvement, include funding.
- (3) Relationship between the research interests of the applicant and mentor.
- (4) Potential impact of the clinical research on the improvement and/or evaluation of veteran health care and/or health policy.
- (5) Potential benefit of coursework or Master's Degree to the career of the applicant.
- (6) Discussion of how the award will affect the applicant's VA leadership, commitment and/or professional advancement within VA.
- (7) Future clinical research plans and ambitions (explain how the proposed CRCD award fits into these plans).
- (8) Time commitment to research. Indicate percent of time to be devoted to research, and describe other concurrent commitments to the local VA medical center.

n. **Planned Research.** Submit a research proposal narrative up to 15 pages in length in Merit Review format (see M-3, Pt. II, Ch. 4). All abbreviations and acronyms must be defined. A list

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of abbreviations and acronyms should be inserted immediately in front of the narrative. Following the narrative and literature references, include the following components, if appropriate:

(1) Human Studies Subcommittee approval, Informed Consent Forms, and Privacy of Information Statement. All forms must be signed and dated within 1 year of submission.

(2) Animal Component of Research Protocol Statement and Institutional Animal Care and Use Committee (IACUC) approval. All forms must be signed and dated within 1 year of submission.

(3) Biohazard Statement and Radiation Committee Approval. All forms must be signed and dated within 1 year of submission.

o. **Budget.** If research support is requested, include VA Form 10-1313-3, Current Funds and First Year Request for Program, and VA Form 10-1313-4, Estimated Expenses of Program. Do not include the applicant's salary in the budget. Total research support for non-degree seeking applicants is limited to \$20,000 for first year awardees and \$50,000 for second and third year awardees. Those applicants seeking a Master's Degree may request up to \$50,000 per year in the third and fourth years. If the applicant has other research support, the difference between the funding limit and the available funds may be requested. **NOTE:** *No tuition, relocation, or travel expenses will be provided.*

3. Submission Instructions

a. **Pagination and Number of Copies.** Number each page consecutively, starting with the face sheet, VA Form 10-0102 (e.g., Smith-1 to Smith-22). Do not place any attachments in front of VA Form 10-0102. Applications must be complete and comprehensive upon arrival in VHA Headquarters (see Att. B). Applications will be considered incomplete and returned if they are illegible, fail to follow instructions, or if the material presented is insufficient to permit an adequate review. The responsibility for a complete and timely submission lies with the R&D Office at the originating VA medical center. Submit a typed single-spaced original, copied front side only, and 25 unbound copies of the proposal duplicated front-to-back on 8.5 x 11-inch paper, leaving a 1-inch margin at each edge of each sheet. Except for the original, which is duplicated face only, all forms and narrative material are duplicated front-to-back. Except for the special VA Forms provided, use blank white paper, 8.5 x 11 inch. The minimum size for computer-generated print is 11 point (approximately 1/8 inch in height for capital letters). In addition, there may be no more than six lines of text per vertical inch and page margins must be a minimum of 2/6 cm at each edge. Use clips rather than rubber bands or colored paper to separate proposal copies.

b. **Reprints.** The six reprint copies should be collated into sets, separate from the proposal. Original photo sets will be treated as an additional reprint. Original photos should not be incorporated into the proposal narrative unless they are included in all 25 copies of the proposal. Videotapes and books are not acceptable as reprints.

c. **VA Form 10-0102.** Twenty extra copies of VA Form 10-0102 (front and back).

d. **Due Dates.** Applications will be reviewed annually by the appropriate service. Deadlines for receipt are February 15 and August 15. Review and notification of candidates will be completed by June 15, with funding commencing July 1 or after.

e. **Mailing Addresses**

(1) Applications should be mailed to the mailing address listed as follows:

Medical Research Career Development Program Manager (121E)
VHA Headquarters
810 Vermont Avenue, NW
Washington, DC 20420
(202) 273-8291

or

(2) Applications shipped to Medical Research Service by door-to-door couriers such as Federal Express should be mailed to:

Medical Research Service
Office of Program Review (121F)
1400 Eye Street, NW
Suite 700
Washington, DC 20005
(202) 275-6634

ATTACHMENT C

**CLINICAL RESEARCH CAREER DEVELOPMENT (CRCDD)
APPLICATION CHECKLIST**

- ___ 1. VA Form 10-0102, Career Development Application (front and back completed).
- ___ 2. Table of Contents.
- ___ 3. Career Development Letter of Intent (LOI) Approval Notification Letter.
- ___ 4. Nominating Letters (Medical Center Director, Research and Development (R&D) Committee, and Dean's Committee).
- ___ 5. VA Form 10-1313-5 Investigator's Biographical Sketch and VA Form 10-1313-6, Investigator's Bibliography.
- ___ 6. Applicant's Research Support (VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development), and abstract and budget pages.
- ___ 7. Facilities available statement.
- ___ 8. Mentor's Support letter(s) describing Training Program.
- ___ 9. Delineation of clinical role.
- ___ 10. List of proposed courses.
- ___ 11. Associate Chief of Staff for Research (ACOS for R&D) Support Letter.
- ___ 12. Reference Letters (Five).
- ___ 13. Mentor's Curriculum Vitae with VA Form 10-1313-5 and VA Form 10-1313-6.
- ___ 14. Mentor's Research Support (VA Form 10-1313-7, VA Form 10-1313-8, and abstract and budget pages).
- ___ 15. Response to Prior Concerns (*resubmissions only*).
- ___ 16. Career Plan Statement.
- ___ 17. Research Proposal.

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___ 18. Budget (Use VA Form 10-1313-3, Current Funds and First Year Request for Program, and VA Form 10-1313-4, Estimated Expenses of Program).

___ 19. The original application package and 25 unbound copies.

___ 20. Reprints (six sets) and twenty extra copies of VA Form 10-0102 (front and back).

ATTACHMENT D

INSTRUCTIONS FOR CAREER DEVELOPMENT ANNUAL REVIEW

1. Annual Performance Review. The annual review of all Clinical Research Career Development (CRCD) awardees will be performed by the Associate Chief of Staff for Research and Development (ACOS for R&D) or by a scientist(s) appointed by the Research Office at the host facility. The review will be based on information provided by the awardee, input received from the awardee's mentor(s), and observations made by the reviewer.

2. Content. Each annual performance review should consist of the following materials:

a. A cover sheet listing the following information in the order specified:

(1) CRCD Annual Performance Review.

(2) Department of Veterans Affairs (VA) medical center.

(3) Name of awardee.

(4) Award (CRCD).

(5) Name, degree, and affiliation of mentor(s).

(6) Percentage of awardee's time devoted to research.

(7) Percentage of awardee's time devoted to non-research activities; brief description of non-research activities.

(8) Location of primary work site and/or laboratory.

(9) Name, title, and signature of the awardee; name, title, and signature of the ACOS for R&D.

b. **Training.** Provide a description of the awardee's participation in training activities during the evaluation period, to include formal courses, seminars, data sessions, laboratory meetings, journal clubs, lecture series, etc. Describe the basic content as well as frequency of training activities. Identify any variation from the training program proposed in the awardee's application; explain the reason for the change. Include recommendations for enhancing or improving the training program, if applicable.

c. **Participation.** Describe the awardee's participation in national or international scientific meetings.

d. **Mentor(s).** Provide a description of the awardee's interaction with mentors, to include frequency, duration, and nature of interaction. Identify any variation from the mentor-trainee relationship proposed in the awardee's application, and, if applicable, any changes in the

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mentor's obligations which could impact on the trainee. Include recommendations for enhancing or improving the mentor-trainee relationship.

e. **Letter from Mentor(s).** Attach a letter from each of the awardee's mentors containing the following information:

(1) Identification of any changes from the awardee's application to the distribution of the mentor's time in research, patient care, teaching, and administration (if there are no changes, the letter should so state).

(2) Identification of any changes from the awardee's application to the mentor's current obligations, including the number of residents, fellows and other trainees who the mentor is currently supervising as well as projected trainees (if there are no changes, the letter should so state).

(3) A description of the mentor's interactions with the awardee during the performance period, including the awardee's role in the mentor's research program, the mentor's role in the awardee's research program, formal training experiences completed, the percentage of the mentor's time devoted to the awardee, and the nature and quality of the interactions with the awardee.

f. **Career Plan.** Describe any changes to the awardee's career plan identified during the performance period.

g. **Research Support.** For approved and/or anticipated funding during the subsequent performance period, attach VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development, and abstract and budget pages from all non-VA support.

NOTE: VA research support funds will not be distributed without this documentation.

h. **Research Progress.** Provide a status report of progress made on the proposed research. Describe any changes from the original research plan.

i. **Bibliography.** Include a chronological list of publications during the performance period, beginning with the most recent publication. Attach a copy of each publication.

j. **Summary assessment by ACOS.** Progress satisfactory or not?

3. **Awardee Response to the Evaluation.** The evaluation and recommendations of the reviewer(s) will be discussed with the awardee and mentor(s). The awardee must provide a written response to the evaluation within 2 weeks. The response should include a plan for correcting any deficiencies identified.

4. **Due Date.** Annual performance reviews must be received by MRS by June 15.

