

**Department of
Veterans Affairs**

Memorandum

Date: August 18, 2003

From: Director, Health Services Research and Development Service (124)

Subj: Notification of Policy Changes Related to HSR&D Proposal Submissions

To: VAMC Directors (00/151)

1. **REASON FOR ISSUE:** HSR&D has added application and final report requirements on Dissemination/ Implementation, added a Dissemination/Implementation application, and changed Final Report submission requirements effective immediately.
2. **SUMMARY OF MAJOR DISSEMINATION/IMPLEMENTATION CHANGES:** The principal changes incorporate new requirements on **Dissemination/Implementation** for Investigator Initiated Research (IIR) proposal submissions and Final Reports, and added an Application for Dissemination/Implementation funds. Specific new information includes:

a. Investigator Initiated Research (IIR) Application Changes: The following additional requirement for HSR&D research applications is effective immediately. This is a change to VHA HANDBOOK 1204.01, Appendix B—Instructions for Preparing Research Proposals. In the proposal outline, **Dissemination/Implementation** is inserted as 5. On page B-9, between 4. Methods and 6. Project Management Plan.

Dissemination/implementation: A plan with timelines and estimated budget must be included that indicates how and when research findings will be disseminated and implemented. These timelines should be included in the overall Gantt chart for the project.

The dissemination/ implementation plan must describe the intended audiences for the research and identify what channels will be used to reach these audiences. A clearly delineated strategy for dissemination and implementation for each intended audience must be included.

A new investigator initiated research application must provide evidence that prior research funding has potential to make an impact on healthcare. This documentation may include total publications, examples of high profile publications, practice guidelines, or policy changes; it should also include discussion of how dissemination and implementation were managed for each prior project.

b. Dissemination/Implementation Final Report Changes: VHA Handbook 1204.5 Appendix B, page B-3 section 6.c.3 "Contents". Add subsection "f":

(f) Dissemination and Implementation: Discuss how the findings were disseminated and implemented, if appropriate given the study results.

Final reports for all investigator initiated research projects must describe how the dissemination and implementation plan is to be carried out. With some projects, the findings may have been validated in various settings and be ready for moving from implementation research to routine implementation by VA clinical or management systems. The investigator should contact HSR&D for reference documents describing implementation or rollout steps.

c. Dissemination/Implementation Application: With sufficient justification, supplemental funds may be requested for the dissemination/ implementation, or translation plan for a research project. In addition to publications, the plans to disseminate research could include:

- Face-to-face meeting/conference
- Tele-or video conference
- Special training
- Purchase and training with special equipment
- Materials in various media

An application may be submitted through the facility ACOS for Research to HSR&D for supplemental funds. The application must include a detailed implementation/translation plan with strategies and timelines as well as a justified budget. The portfolio manager in consultation with the Field-Based Scientific Advisor will review the application for supplemental funds. Review and approval of an application for supplemental funds will take approximately three months.

If you have question regarding the IIR Research Application changes, please call Martha Bryan, EdD, Assistant Director, HSR&D at 202-254-0251. For questions regarding Final Report requirements, please call Philip Crewson, PhD, Assistant Director, HSR&D at 202-254-0220.

John G. Demakis, M.D

cc: HSR&D Research Centers, COEs, and Field Stations