

**Department of
Veterans Affairs**

Memorandum

Date: January 27, 2006
From: Acting Director, Health Services Research and Development Service (124)
Subj: Supplemental funding requests for dissemination/implementation
To: VAMC Directors (00/151)

1. **REASON FOR ISSUE:** HSR&D has reissued a clarification of the application process to submit supplemental funding requests for dissemination, implementation, or translation plans (see prior memoranda dated August 18, 2003, paragraph 2c and October 8, 2003).
2. **DISSEMINATION/IMPLEMENTATION FUNDING:** With sufficient justification, supplemental funds may be requested for the dissemination or implementation of research findings from a currently-funded HSR&D project nearing completion, or for development of a detailed operational plan for furthering the translation of findings into implementation-ready form. Supplemental funding may also be requested to evaluate the sustainability of an intervention at participating study sites after a project has ended. In addition to publications specifically targeting potential research user audiences (e.g., policy makers, administrators or clinicians), plans to disseminate or implement research findings could include:

- Face-to-face meeting/conference
- Tele-or video conference
- Special training

Dissemination/implementation plans and budgets should be appropriate for the type of research findings developed by the project and their appropriate audience(s): dissemination or implementation plans for findings that are suitable for immediate adoption by VHA clinicians and managers would generally differ from plans developed for findings that will require additional research, translation or development before they are ready for routine clinical adoption and use. In the latter situation, supplemental funding might be requested to support intensive planning for the additional research that is needed (e.g., planning meetings to design protocols for additional testing, refinement or adaptation of a new program, to prepare the program for eventual routine clinical use).

3. **APPLICATION PROCEDURES:** All applications for supplemental funding must be submitted through the facility ACOS for Research to HSR&D using the project modification process and procedures outlined in VHA Handbook 1204.5, Appendix C. Clearly indicate on the project modification cover sheet that the request is for supplemental funding, not modification of the current protocol. The application must include a detailed implementation/translation plan with strategies and timelines as well as a justified budget. An HSR&D portfolio manager in consultation with Field-Based Scientific Advisors will review applications for supplemental funds.

4. **APPLICATION TIMING:**

- a. Applications for supplemental funding should not be submitted before the last twelve months of project funding.
- b. Applications should be received by HSR&D at least three months before the funding end date to maintain continuity of funding.
- c. Review and approval of an application for supplemental funds will take approximately three months.

5. **FINAL REPORT REQUIREMENTS:** The final report due date will be extended 90 days beyond the end date for the supplemental funding and must contain a separate identifiable section detailing the results of the supplemental activity.

If you have question regarding supplemental funding, please contact Phil Crewson, PhD, Acting Deputy Director, HSR&D at philip.crewson@va.gov or 202-254-0220.



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cc: HSR&D Centers and Research Offices