

Department of Veterans Affairs
Biomedical Laboratory and Clinical Science R&D Services
Career Development Proposal Submission Instructions: Spring 2009

BL/CS R&D Career Development proposals must be submitted on a compact disc (CD-R/CD-RW). The local VA research office will submit the CD to BL/CS R&D; however, it is the applicant's responsibility to prepare the files. All proposal communication occurs electronically - between BL/CS R&D and reviewers or the local VA research office.

CD Submission Instructions (Submission deadline: December 15, 2008)

1. The entire proposal package must be saved as one PDF file, including all required forms, proposal, letters, supporting documents, etc., with signatures. Please save this file using the convention: Lastname.firstinitial-CADE_Proposal_S09 (e.g., Smith.J-CADE_Proposal_S09). Neither Social Security numbers nor date of birth should appear in the proposal package. Instructions may be accessed at:
http://www.research.va.gov/funding/CDA_Proposal_Instructions.pdf.

- The various forms required for an application can be downloaded from the VA ORD website: <http://www.research.va.gov/funding/process/forms.cfm>
- Free or low-cost PDF conversion programs are listed (at the end) on VA intranet: <http://vaww.research.va.gov/funding/electronic-submission.cfm>

2. In addition to the proposal PDF file, a second PDF file containing only VA Form 10-0102 pages 1 and 2 must be included on the CD. Please save this abstract file using the convention: Lastname.firstinitial-CADE_Abstract_S09 (e.g., Smith.J-CADE_Abstract_S09)

3. Applicants, who have not previously submitted a Page18, **must submit a Page 18** through their local Research Office prior to the submission deadline (December 15, 2008).

4. The Research Office will submit the proposal on CD via FedEx to:
Department of Veterans Affairs
BL/CS R&D Program Review (121F)
810 Vermont Avenue NW
Washington DC 20420
(202) 254 – 2544.

The FedEx package should be clearly marked '**DO NOT X-RAY**'.
DO NOT send paper copies in the package, send only the CD.
DO NOT submit through eRA Commons.

5. To confirm receipt of the CD, the Research Office must send the applicant's name, VA Medical Center, contact person's name and Email to: VHACADEReview@va.gov. A confirmation email will be returned when the CD has been received and successfully read.

6. The ACOS/R&D may send a list of suggested external reviewers and those reviewers believed to have a bias against the proposed research. This should be sent as a separate Email attachment and should not be included in the proposal PDF file.

7. Any questions may be directed to: VHACADEReview@va.gov.