

INSTRUCTIONS FOR SUBMISSION OF SERVICE DIRECTED PROJECT CONCEPT PAPERS

The Concept Paper should be 5-7 pages in length (1.5 line spaced or double spaced, exclusive of references).

The investigator should:

1. Summarize the main objectives and specific clinical focus of the proposed project. Briefly describe (1) the clinical/quality issue(s) to be addressed (citing, as appropriate, data on the clinical condition's/problem's prevalence/incidence, mortality/morbidity, quality of life consequences, economic consequences, etc.) and (2) the evidence-based clinical recommendations/guidelines or other foundations for the improvement initiative.
2. Describe the proposed quality improvement strategy or program, citing appropriate literature and evidence supporting the hypothesized effectiveness of the proposed quality improvement approach.
3. Describe the intervention/evaluation design and methods to be used and the type(s) of analyses to be performed.
4. Describe existing or anticipated partnerships with QUERI centers and VA operations or program offices.
5. List key personnel involved in the project, including key staff names, affiliations and the discipline or specialty of the PI and co-PI (if applicable) and other key project participants. Describe the PI and other project participants' past or current involvement in QUERI (e.g., member of a QUERI Coordinator Center or Executive Committee). Note: HSR&D encourages designation of a single PI; justification must be provided for a second co-PI.
6. State the expected project duration and estimated total cost.

Review Criteria

1. The Principal Investigator must be at least a 5/8 VA employee at the time of funding and eligible to conduct research in VA.
2. Concept papers will undergo a review by QUERI staff, VHA Program Office/Operations representative as appropriate, and a preliminary peer review to determine appropriateness for the SDP funding mechanism and fit with VA priorities.
3. The full SDP proposal should be submitted no later than 6 months after approval of the Concept Paper, and should address the comments, concerns, and suggestions made in the concept paper review.

Transmission to QUERI Program

The Principal Investigator should send electronic copies of the Concept Paper to:
Linda.McIvor@va.gov.

Proposal and Concept Paper Submission Dates

The deadlines for full SDP proposals in response to this solicitation are specified in the RFA located on the VA-ORD intranet site at <http://vaww.research.va.gov/funding/rfa.cfm>. Please refer to Table 4. in the RFA for ITS and Concept Paper due dates. Investigators should respond to the concept paper review feedback in the full proposal. The RFA should be referenced for each SDP cycle's respective concept paper, intent to submit, and proposal submission deadlines.

Concept Paper Deadlines

- October 25th, 2012 for the Winter 2013 Cycle.
- February 15th, 2013 for the Spring 2013 Cycle.
- June 15th, 2013 for the Fall 2014 Cycle.

Contact Information

Please contact Linda Mclvor (Linda.Mclvor@va.gov), Program Manager, QUERI for any questions regarding concept paper instructions or submission dates.