

QUERI “View Instructions” Text 6/11/2012 revisions

About QUERI ITS

Intent to Submit (ITS) is a key step in the HSR&D QUERI proposal submission process. It is intended to assist investigators by ensuring that their research is appropriate to the goals of QUERI and VA. The ITS process also provides VACO the opportunity to plan for resources and conduct other administrative functions that allow for an efficient and effective review cycle.

For Resubmissions: Please note that only the original PI or original submitter has access to the previously submitted ITS record(s). If the PI or submitter has changed, please contact ART staff (ART@va.gov) and QUERI staff (vhacoQUERIC@va.gov) in order for appropriate changes to be made to access such an ITS for resubmission.

For SDP and RRP submissions follow the directions below:

1. SDPs and RRP with a QUERI Center Endorsement:
 - PI must work with the corresponding QUERI Center who is endorsing the project prior to submitting the ITS. Only Administrative Coordinators will have authorization to submit the ITS through ART.
2. SDPs and RRP with a focus area outside of an existing QUERI Center:
 - PI must have QUERI CO approval prior to submitting the ITS. Note: A PI must provide a short description of the ITS “Topic Area” for a proposal with a focus area outside of a QUERI Center.

If you have any questions regarding an ITS submission for QUERI, please contact John.Midolo@va.gov and CC VHACOQUERIC@va.gov.

Deadlines

See the submission calendar in the corresponding QUERI RFA. ITS records must be approved and submitted to CO by **8:00 pm EASTERN TIME** on the day of the deadline. If the submission deadline falls on a weekend or Federal holiday, the due date is the next business day.

QUERI ITS Abstract

- The abstract should be a summary of the proposed activity and a self-contained description of the project – provide project highlights only. State the project's broad, long-term objectives and specific aims. Clearly describe how the proposed research is veteran-centric (e.g., relevance to the VA mission, improvements to the health care of veterans). Describe concisely the research design and methods for achieving the stated goals.
- Be succinct. Focus on the most important aspects of the project. For the ITS submission the abstract must be no longer than 50 lines of text total – this includes what is described in the SF 424 VA Application Guide as the project summary abstract (40 lines of text) and the project narrative (10 lines of text). When submitting the application to eRA, this information will be submitted in two separate PDF attachments – one under Project Summary/Abstract (40 lines of text) and the other under Project Narrative (10 lines of text). When submitting both the ITS and the application to eRA, this information will need to follow the required font/margin specifications as outlined in the SF424 VA Application Guide.
- To review exemplary text for each section, click on the associated section name (i.e., blue, underlined text) on the ITS data-entry form.

- You may copy and paste text from a Word document into the abstract fields on the data-entry form, however, any special formatting (e.g., italics, bold text, bullets, tables, tabs) will be lost once saved.

ITS Data-Entry Form

Help links are available on the data-entry form when the field name appears in blue, underlined text.

Questions

- Please e-mail the VHA CO QUERI mailbox at VHACOQUERIC@va.gov with questions about the ITS process.
- Direct questions about the Website to the ART Program at ART@va.gov.