



## Guidelines for Obtaining a Letter of Support for QUERI Rapid Response Projects (RRPs) from the SUD QUERI Center

### Step One: Submit a letter of intent

To be considered for a letter of support from the SUD QUERI, investigators must submit a letter of intent to the Administrative Coordinator, Janet Ekstrom ([janet.ekstrom@va.gov](mailto:janet.ekstrom@va.gov)), **at least two months prior** to the RRP submission deadline. The SUD QUERI leadership will contact the PI regarding the proposal's alignment with the SUD QUERI's goals within one week of receipt of the letter of intent.

### Letter of Intent Specifications

- One page in length (Arial, 11-point font, 0.5-inch margins)
- Contents
  - a) Proposed title
  - b) PI, key co-investigators and locations
  - c) Specific aims
  - d) Discussion of how the proposal fits within the SUD QUERI strategic plan
  - e) Discussion of how the proposed project will support a future SDP or larger implementation effort
  - f) Discussion of what generalizable implementation science knowledge will be gained
  - g) Discussion of what data sources and data management support will be needed
  - h) Description of engagement with or support from relevant VA program offices
  - i) Discussion of how the proposal will address a current implementation priority for the relevant program office

### Step Two: Submit a near-final draft of the proposal for review

Investigators whose proposals are in alignment with SUD QUERI goals must submit a near-final draft for review **one month prior** to the RRP submission deadline. The near-final draft should include budget pages and the project narrative. QUERI RRP's must follow the guidelines outlined in the RFA for proposals for existing QUERI focus areas. The RFA is located at <http://vaww.research.va.gov/funding/rfa.cfm>.

Investigators will receive feedback from the SUD QUERI leadership within approximately one week. This will allow adequate time to make the recommended changes prior to submission. Investigators will receive the SUD QUERI letter of support at least 10 days prior to the proposal submission deadline.

### Deadlines

QUERI RRP Submission Deadline	Submit to SUD QUERI Leadership by:	
	Letter of Intent Submission Deadline	Near-final Draft of Proposal Submission Deadline
January (see RFA for deadline)	November 1	December 1
May (see RFA for deadline)	March 1	April 1
September (see RFA for deadline)	July 1	August 1