Guidelines for Obtaining a Letter of Support for QUERI Rapid Response Projects from the Stroke QUERI Center

(October 2012)

Step I: Submit a letter of intent

To be considered for a letter of support from the Stroke QUERI Center, investigators must submit a letter of intent *at least two months prior* to the RRP submission deadline. Failure to adhere to the guidelines and deadlines below will jeopardize your ability to receive a letter of support.

Letter of Intent Specifications

- 1-2 pages in length
- Contents (one page should be dedicated to items a-d)
    a) Proposed title
    b) PI, key co-investigators and locations
    c) Specific aims
    d) Primary research methods
    e) Discussion of how the proposal addresses at least one of the anticipated impacts and/or metrics in a Stroke QUERI goal area (see Stroke QUERI 2012 Strategic Goals and Anticipated Impacts)
    f) Discussion of how the proposed project will lead to active implementation projects and how it will advance implementation science to improve VA stroke care
    g) Discussion about whether resources from outside of your local VAMC are needed for this project
    h) Description of engagement with or support from relevant VA program offices/operational partners
    i) If joint support has been or will be sought from another QUERI center, name the other QUERI center
- Submit via email by appropriate date (see Deadlines) to the Stroke QUERI Administrative Coordinator (Jennifer.Myers@va.gov)

- The Stroke QUERI Administrative Coordinator will respond to confirm receipt of the letter of intent.
- Within one week of receipt of the letter of intent, the Stroke QUERI leadership will contact the PI(s) regarding the proposal's fit with our portfolio of research.
- If the letter of intent is approved, the PI(s) will be asked to submit a near-final draft of the proposal to the Stroke QUERI administrative coordinator a month prior to the RRP submission deadline as per deadlines listed below.

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

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- PI(s) whose letter of intent is approved, must submit a near-final draft for review **a month prior to** the RRP submission deadline. The near-final draft should include project narrative, budget, and budget justification pages. All QUERI RRP must follow the guidelines outlined in "QUERI RRP Proposals for Existing QUERI Focus Areas" (http://vaww.research.va.gov/funding/rfa.cfm).
- You will receive written feedback from the Stroke QUERI leadership within approximately one week so that you will have time to make the recommended changes prior to submission.
- You will receive the Stroke QUERI letter of support at least 7 days prior to the proposal submission deadline.

Step III: Final proposal

- Researchers will be responsible for submitting their own QUERI RRP applications through Grants.gov.
- Researchers will submit a PDF copy of their final proposal to the administrative coordinator within 10 days of submission to Grants.gov.

Deadlines

Cycle	QUERI RRP Submission Deadline	Submit to Stroke QUERI leadership	
		Letter of intent submission deadline	Near-final draft of proposal submission deadline
Winter 2013	January 8	November 5	December 10
Spring 2013	May 8	March 4	April 8
Fall 2013	September 9	July 8	August 12

Principal Investigator's responsibilities after award funding

1. Notify the administrative coordinator of the award's intended start date.

2. Attend a teleconference with the Stroke QUERI leadership approximately six months after the award has officially been initiated to discuss progress with the award, share any information that has been learned thus far, and discuss any issues that may delay the award from being completed by the stated end date.

3. Submit an updated project abstract to the administrative coordinator by October 1st for reporting in the Stroke QUERI's Annual Report.

4. Submit a list of all publications and presentation that have been published from the award by October 1st for up to one year after the award has officially been closed to the administrative coordinator for reporting in the Stroke QUERI's Annual Report.

5. Submit a copy of the final report within 90 days of the project's official completion date to the administrative coordinator.