

## Guidelines for Obtaining a Letter of Support for QUERI Rapid Response and Service Directed Projects from the eHealth QUERI Center

(updated November 2012)

RFAs with specific deadlines are posted on the VA ORD Intranet site <http://vaww.research.va.gov/funding/rfa.cfm>

### Step I: Submit a letter of intent to the eHealth QUERI

- To be considered for a letter of support from the eHealth QUERI Center investigators must submit a letter of intent **at least two months prior** to the RRP/SDP submission deadline.

#### Letter of Intent Specifications

- One page in length (Arial, 11 pt font, 0.5 inch margins)
- Contents
  - Proposed Title
  - PI , key co-investigators and locations
  - Specific aims
  - Discussion of how the proposal fits within the eHealth QUERI strategic plan ([http://www.queri.research.va.gov/about/strategic\\_plans/eHealth\\_QUERI\\_Strategic\\_Plan.pdf](http://www.queri.research.va.gov/about/strategic_plans/eHealth_QUERI_Strategic_Plan.pdf) )
  - Discussion of how the proposed project will put evidence into practice to improve care through eHealth
  - Discussion of what generalizable eHealth and implementation science knowledge will be gained
  - Discussion of what data sources and data management support will be needed
  - Description of engagement with or support from relevant VA program offices
  - Discussion of how the proposal will address a current implementation priority for the relevant program office
  - If joint support has been or will be sought from another QUERI center, name the other QUERI and let us know if eHealth QUERI will be the primary or secondary QUERI on the proposal.
- Submit via email by appropriate date (see Deadlines) to [BethAnn.Petrakis@va.gov](mailto:BethAnn.Petrakis@va.gov) and [Timothy.Hogan@va.gov](mailto:Timothy.Hogan@va.gov)

- The eHealth QUERI Administrative Coordinator or IRC will respond to confirm receipt of your letter of intent.
- Within one week of receipt of the letter of intent, the eHealth QUERI leadership will contact the PI regarding the proposal's alignment with the eHealth QUERI's goals. If the eHealth QUERI will endorse the proposed project, we will request additional information so we can submit the Intent to Submit (ITS) to QUERI prior to December 3, 2012 for the January 10, 2013 application due date, April 1, 2013 for the May 10, 2013 due date, and August 1, 2013 for the September 11, 2013 application due date.
- If the proposal is in alignment with the eHealth QUERI's goals, the PI will be asked to submit a near-final draft of the proposal to the eHealth QUERI leadership *a month prior* to the RRP/SDP submission deadline.
- If the project is related to My HealthVet and if the eHealth QUERI decides to support the proposal, the Administrative Coordinator will notify My HealthVet and will send you instructions and forms to request a separate letter of support from the My HealthVet Program Office. You must submit these along with a draft letter of support to Fran Weaver, Chair, MHV Research Infrastructure Committee at: [frances.weaver@va.gov](mailto:frances.weaver@va.gov). If the My HealthVet Program Office program chooses to provide a letter of support for your proposal, they will send it directly to you at least a week prior to the "down to the wire" deadline.

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

- Researchers whose proposals are in alignment with eHealth QUERI goals must submit a near-final draft for review **a month prior** to the RRP/SDP submission deadline. The near-final draft should include cover and budget pages as well as the project narrative.
- You will receive feedback from the eHealth QUERI leadership within approximately one week so that you will have **time to make** the recommended changes prior to submission.
- You will receive the QUERI letter of support at least 7 days prior to the proposal submission deadline.

### 2013 Deadlines

Cycle	See RFA – 2013 QUERI RRP/SDP grants.gov submission deadlines	submitted to eHealth QUERI leadership by	
		Letter of intent submission to eHealth QUERI due 2 months prior RRP/SDP submission	Near-final draft of proposal submission to eHealth QUERI due 1 month prior to RRP/SDP submission
1	January 8, 2013 – Down to the wire January 10, 2013 – Last possible (6pm)	November 13, 2012	December 11, 2012
2	May 8, 2013 – Down to the wire May 10, 2013 – Last possible (6pm)	March 6, 2013	April 10, 2013
3	September 9, 2013 – Down to the wire September 11, 2013 – Last possible (6pm)	July 8, 2013	August 5, 2013