

## **Guidance to Obtain Polytrauma and Blast-Related Injuries (PTBRI) QUERI Support for Rapid Response Project (RRP) and Service Directed Project (SDP) Proposals**

Investigators interested in submitting a PTBRI QUERI supported **Rapid Response Project (RRP)** or **Service Directed Project (SDP)** proposal should take the following steps to obtain consultation/feedback and PTBRI QUERI support. The goal of this process is to support investigators in the submission of RRP/SDP proposals with strong chances for success.

1. **Review the RRP/SDP Request for Applications (RFA).** All RRPs and SDPs are submitted through the grants.gov (<http://www.grants.gov>) and eRA submission process. Find the appropriate RFA under “Health Services Research and Development” <http://vaww.research.va.gov/funding/rfa.cfm> to assess whether your proposed research project/topic is consistent with guidance provided.

There are two RRP RFAs and one SDP RFA. Please refer to each RFA for specific guidance.

- The **Existing QUERI Focus Areas RRP** RFA is for proposals that are directly tied to advancing PTBRI QUERI’s Strategic Plan and/or priority areas (see list in item #2 below). Investigators using this RFA **must** be endorsed by PTBRI QUERI Center and obtain a letter of support from PTBRI QUERI Center Director, Nina Sayer, PhD, LP.
  - The **Partnered Research RRP** RFA is for proposals that fall outside of PTBRI QUERI focus areas. Investigators using this RFA **must** have a VISN/Program Office level partner and address VHA and/or VISN/Program Office level partner’s priority areas.
  - The **QUERI Merit Review Award SDP** RFA is for investigator-initiated implementation research and requires submission of a concept paper. Efficacy and effectiveness of the clinical intervention should have already been demonstrated and the focus should be on the implementation. Investigators using this RFA **must** be endorsed by PTBRI QUERI Center and obtain a letter of support from PTBRI QUERI Center Director, Nina Sayer, PhD, LP.
2. **Review the PTBRI QUERI Strategic Plan.** Determine whether your proposed topic is consistent with PT/BRI QUERI clinical goals. PT/BRI QUERI is particularly interested in supporting projects that focus on:
    - Improving access to high quality TBI evaluations and coordinated follow up care
    - Improving treatment planning processes for Veterans with TBI sequelae
    - Implementation strategies to improve access to and engagement in evidence-based treatments for comorbidities
    - Evaluate and implement technologies, and programs that support Veteran self-management of symptoms and impairments associated with TBI
    - Evaluate and implement interventions to help family members and peers support Veterans’ TBI care plan, treatment participation and goal attainment
    - Improve access to VA and community resources to optimize vocational, family and community functioning.

3. **Request a phone consultation with PTBRI QUERI Center Director.** RRP and SDP submission dates are January (Winter cycle), May (Spring cycle), and September (Fall cycle); check RFAs for specific dates. For RRP, schedule a phone call with Dr. Sayer at least 2 months prior to the submission date. For SDPs, schedule a phone call with Dr. Sayer during the early stages of development.

To schedule a phone consultation with Dr. Sayer, send an email to Polytrauma QUERI Administrative Coordinator, Nancy Rettmann ([Nancy.Rettmann@va.gov](mailto:Nancy.Rettmann@va.gov)) that includes the following information:

- A brief 1-paragraph description of the proposed RRP/SDP project, with specific aims
  - If applicable: a description of engagement with or support from relevant VA partners (e.g., PM&R Program Office) including information on how the proposed RRP/SDP will address a current clinical or implementation priority for that partner
  - List of proposed investigators
  - Investigator's assessment of how the proposed RRP/SDP will help address one or more of PTBRI QUERI's priorities (see list in item #2 above) and how it fits w/in its Strategic Plan
4. **Email draft of Specific Aims and Research Plan to PTBRI QUERI Center Director.** If PTBRI QUERI supports your RRP/SDP proposal, you should email a draft of the Specific Aims and Research Plan to Nina Sayer ([Nina.Sayer@va.gov](mailto:Nina.Sayer@va.gov)) **at least 1 month prior to the RRP/SDP submission date** for review/feedback.
  5. **Send SDP Concept Paper directly to Linda McIvor, QUERI Program Manager.** SDPs require submission of a concept paper that will be reviewed by QUERI Central Office and sent to 3 peer reviewers. Investigators are encouraged to submit concept papers before the deadline listed in the RFA to allow time to incorporate reviewer comments into the full SDP proposal. The SDP proposal should be submitted no later than 6 months after approval of the concept paper. A link to concept paper instructions is included in the SDP RFA.
  6. **Send Intent to Submit (ITS) information to PTBRI QUERI Administrative Coordinator (AC).** The ITS for RRP/SDPs is now submitted electronically via ART. All ITS information must be submitted by the PTBRI QUERI Center. Prior to the ITS deadline, the PTBRI QUERI AC will send an ITS form to be completed by each PI submitting a proposal.
  7. **Send final proposal and funding decision to PTBRI QUERI Administrative Coordinator.** After the Grants.gov Authorized Organization Representative (AOR) at your facility submits your proposal, the Principal Investigator is responsible for sending the following information to the PTBRI QUERI Administrative Coordinator ([Nancy.Rettmann@va.gov](mailto:Nancy.Rettmann@va.gov)):
    - A PDF file of the final proposal
    - Notification of the funding decision
    - A copy of the final report

**NOTE:** PIs with QUERI funded projects **must** acknowledge funding by HSR&D QUERI in all publications and/or presentations (oral, poster, cyberseminar, workshop).