

## Questions and inquiries regarding the VISN 1 CDA program

1. How do I submit my LOI or full application?

LOI's and full proposals will be submitted through the research office at the proposed facility to the Sharepoint site listed under the VISN 1 Chief Medical Office.

2. Who is the facility contact for the VISN 1 CDA award?

Bedford – Dr. John Wells (John.Wells5@va.gov)  
Boston – Dr. Terry Keane (Terry.Keane@va.gov)  
VA Central Western Mass – Dr. Kristin Mattocks (Kristin.Mattocks@va.gov)  
Connecticut – Dr. Fred Wright (Fred.Wright@va.gov)  
Manchester – Dr. Sherry Thrasher (Sherry.Thrasher@va.gov)  
Providence – Dr. Gaurav Choudary (Gaurav.Choudary@va.gov)  
White River Junction – Dr. Brooks Robey (Brooks.Robey@va.gov)  
VA Maine – Dr. Brad Schimelman (Brad.Schimelman@va.gov)

3. Do the letters of recommendation have to be in Arial 11-point font with 1/2-inch margins also? Do they also require page numbering, or is that for the proposal only?

The letters of recommendation do not need to be page numbered but should be in Arial 11pt font.

4. Do I need to also submit a formal R&D LOI cover form (e.g., VA Form 10-1313-13)?

No, but each applicant should submit a LOI applicant information form, available on the VISN 1 research website or through the Research Office.

5. How would the location adjustment be determined for specialists?

The salary will be set locally by the pay panel.

6. Are non-US citizens eligible to apply?

Clinicians holding an MD who will have hospital privileges must be a US citizen. For PhD non-clinician researchers who will not have hospital privileges, US citizenship is also required.

7. Do we need to submit a project budget at this point in the process?

No. Since no project funding is included, only an estimate of salary and benefits for the PI is required.

8. Is October 1<sup>st</sup> the only possible start date?

Most projects begin with the new fiscal year, which is October 1<sup>st</sup>. The committee will be willing to entertain special circumstances in which a later funding start date is needed (e.g. maternity leave).

9. Will this award be available yearly, or at least again next year?

Most likely, this award will be offered on a yearly basis dependent on VA funding.

10. Is an investigator who is located at a CBOC rather than at the main VA Medical Center eligible to apply?

Yes, as long as they get approval from the Director and ACOS/R at the VA Medical Center

11. Can CDA funds be used for patient payments, travel, or other supplies?

No, the CDA funds can only be used for VA salary support

12. How many resubmissions to the CDA program are allowed after an initial score has been given?

Candidates have the ability to resubmit two times after the initial submission, given the candidate is still within 5 years of graduation/training.

13. In the national VA CDA's, the candidates must be mentored by someone who already has had a VA Merit Review grant. Is this the same for this grant?

No.

14. Can a mentor serve as the primary mentor for more than one VISN 1 CDA applicant?

Yes, provided he or she can fully support multiple candidates.

15. Does the investigator need to have an MD or PhD (or equivalent) in order to apply?

Yes.

16. If an investigator is still within 2 years of their post-clinical training, but have received a VA CDA award, are they still eligible?

No.

17. Who should the letters of recommendation be addressed to?

The letters should be addressed to the VISN 1 CDA review committee.

18. Can my reference letters be included in the application, or do they need to be submitted independently?

Reference letters for the full application (as well as other endorsements outlined in section 13

of the instructions) should be compiled, along with the rest of the application, into a single PDF file that the research office will submit.

19. Am I allowed to submit additional materials such as a proposed interview guide or survey?

Yes.

20. Do I need to have a faculty appointment at the time of CDA application?

No, a faculty position is not expected at the time of application but is expected by the time the award is received.

21. Will I have to complete a yearly progress report?

Yes, yearly progress reports are expected by the end of September after your 1<sup>st</sup> and 2<sup>nd</sup> year in the CDA.

22. If funded, will I have the opportunity to interact with other VISN 1 CDAs and alumni?

Yes, it is expected that all awardees participate in a monthly 1-hour VISN 1 training seminar.

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