**VAPAHCS PI Eligibility Application Form**

*Return (1) this PI eligibility application form with CV and signed Service Chief certification of support (page 2), & (2) Letter of Intent (Guidelines on page 3), to VAPAHCS Research Admin Office (**V21PALACOSR@va.gov**).*

 Instructions: PI status at VAPAHCS is a necessary first step to propose or conduct VA research.

* Allow 1 month for the review/approval process of your VAPAHCS PI eligibility application.
* Factor this time into any plans to submit a research project in RDIS for R&D Committee approval and/or plans to submit a research proposal to any funding agency/sponsor (via PAVIR or VA Research Admin).
* If approved, PI status will be active for a 3-year term, except VA Career Development Awardees will have a 5-year term and under special consideration by the ACOS-Research. PI status will expire at the end of the term, unless you apply and are approved for another term.
* Note: VAPAHCS PI status is different from the VA’s default requirement of having at least 5/8ths to be PI eligible for VA-sponsored research.

**Applicant’s Name: Date:**

1. Workspace location (which campus; Bldg; Room #):
2. VA Appointment (Circle one):
3. VA paid – total # of 8ths: \_\_\_\_ WOC-employer: Fee-basis—Employer:

1. VA Service that holds your appointment:
2. VA Supervisor (include email address):
3. VA Center or Program affiliation (if none, put N/A):
4. Your VA expected tour of duty time allocation:
5. Clinical (% of your total 8ths):
6. Teaching (% of your total 8ths):
7. Administrative (% of your total 8ths):
8. Proposed Research (% of your total 8ths):
9. What are the expectations and goals for your proposed VAPAHCS research activity/time (between you and your Service Chief) (*check all that apply*)?
	* Independent researcher (as PI)
	* Research collaborator (as Co-I; Collaborator)
	* Publish research in peer-reviewed journals - \_\_\_(#) of publications in next 3 years
	* Obtain sustained research funding at a minimum of \_\_\_% effort and up to \_\_\_% effort
	* Conduct unfunded research at \_\_\_\_\_\_\_\_% effort; end-products are \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Curriculum Vitae: Append your CV to this form, and include these subheadings:

Formal research training

Formal research work experience

*Peer-reviewed* research publications

Research Funding Support/Sponsor (pending, ongoing, past – 5 years)

Research Honors/Awards

**VAPAHCS PI Eligibility Request**

**Service Chief Certification of Support**

VAPAHCS Service Chief:

(name; email; phone)

Applicant’s Name:

Applicant’s amount of time available for research: \_\_\_\_\_\_\_\_\_\_\_\_(# of 8ths)

Applicant’s available resources (space, equipment, admin support, etc) for research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I certify that I have reviewed the Applicant’s

1. PI Eligibility Request Form and
2. Letter of Intent

I certify that the Applicant and I constructed together the PI eligibility request form. This includes the Applicant’s:

* VA appointment
* Total # of 8ths
* Tour of duty time allocation
* Research benchmarks, goals, and timeline

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAPAHCS Service Chief Signature

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for Research Letter of Intent Format (VAPAHCS)**

**Outline.** The letter of intent should be precise and concise about your proposed research. Include each of the following items in the order presented below, using each as a subheading. The LOI should be 1-3 pages.

(1) Principal Investigator (full name, email, phone, location, VAPA Service).

(2) Proposed Research Project Title. The title should be informative and concise.

(3) Purpose. Specify the research objective(s) and explain how these relate to your long-term goals.

(4) Background/Significance Identify the scientific background and evidence that supports the design and/or conduct of the proposed research project.

(a) Specific research question(s)/testable hypothesis(es).

(b) Intervention. If the research involves an intervention, identify and briefly describe it. Indicate what is known about the efficacy and availability of this intervention.

(c) Product. If a measure or research tool is to be developed, validated, or refined, identify and describe it. For any other type of product, indicate its current stage of development and availability.

(5) Anticipated Impact to VA and if applicable, beyond VA. What is the anticipated scientific and practical relevance/impact to Veterans? to the VA health care system? Will they be generalizable beyond VA?

(6) Design & Method: Indicate the study design, for example, a randomized controlled trial (blinded?) case-control, or observational study. Does it involve new analytic techniques or qualitative methods?

(a) Define the Study Population and sample, including control or comparison group(s), if applicable. Indicate key characteristics of each, including major inclusion/exclusion criteria. Indicate expected sample size and the number of study sites providing patients and/or patient data.

(b) Type(s) of data and data sources. Identify what types of primary data are to be collected and the source of any secondary data to be used (e.g., specific clinical or adm8inistrative databases). Are the data identifiable (via any of the 18 PHI identifiers)?

(c) Analysis Plan. Provide a concise description, identifying analytic techniques/statistical methods, unit of analysis, time points, key variables.

(d) Anticipated potential risks/harm involved in the research study

(7) Key Personnel. For each member of the research team, indicate his or her principal discipline or specialty, role in this proposed research project, email, phone, primary institution for this study, VA Service if applicable.

(8) Duration/Resources. Indicate expected project duration, estimated total cost, and equipment needs

(9) Statement of Disclosure. Provide a brief (i.e., one or two line) statement confirming the absence of a financial or contractual relationship between the Principal Investigator (or any member(s) of the proposed research team) and any organization or individual involved in the study, which might constitute a real or perceived conflict of interest. If such a relationship or contract does exist, full disclosure must be provided.

(10) References. Submit up to one page of pertinent references.