

IIMR YIA PROGRAM INFORMATION PAGE

SUBMISSION PREPARATION RESOURCES AND ASSISTANCE

If you want to attend a grant writing educational session prior to submitting your YIA application, please contact IIMR. Our office will be happy to assist you in enrolling in a session or in helping you to find assistance in developing your grant writing skills.

FONT INFORMATION

--Please use an Arial, Helvetica, Palatino Linotype, or Georgia typeface.

--Use a font size of 11 points or larger.

--A symbol font may be used to insert Greek letters or special characters, but the font size, font typeface, and color requirements still apply.

--Typed density, including characters and spaces, must be no more than 15 characters per inch.

--Type may be no more than six lines per inch.

REVIEW AND AWARD INFORMATION

--Individual awards will be determined after a first review and scoring by two reviewers and then review and scoring by a review panel. The review panel will make award recommendations to the IIMR Board.

--Final funding decisions will be dependent on the priorities of the IIMR Board, in conjunction with the recommendations for the review panel.

POST AWARD INFORMATION AND REQUIREMENTS

- Project approvals should be forwarded to the IIMR as applicable: IRB, IACUC, Safety, and VA R&D.
- Projects should be initiated within 3 months of the award notification.
- Expenditures should be completed within 18 months of the award notification.
- Awardees are required to submit a Final Project Report within 30 days of the completion of the project.
- Awardees are required to prepare a poster for the Annual VA R&D Research Week meetings.

FUNDS INFORMATION

- Unused project funds will be returned to the general IIMR fund if the Awardee ceases to be eligible for future VA Funding.
- Remaining project funds will be returned to the general IIMR fund after 18 months without approved project extension.

IIMR CONTACT INFORMATION

Mary Gray, Executive Director. 317.988.9544. Mary.Gray1@va.gov

Elizabeth Verhagen, Controller and Associate Executive Director. 317.988.2479.

Elizabeth.Verhagen@va.gov

Thomas Sharp, MD, IIMR Board Chair. 317.988.3514. Thomas.Sharp@va.gov.

CHECKLIST FOR APPLICATION*

___ LOI submitted by 1/12/18: **one page or less, detailing working project title and topic, addressed Mary Gray, IIMR, at Mary.Gray1@va.gov.**

___ Application submitted by 2/9/18, addressed to Mary Gray, IIMR, at Mary.Gray1@va.gov. Application must include:

___ face page with title, investigator, and department affiliation

___ body with a 5 page limit, 11 point type, including

--specific aims

--background

--preliminary results

--work proposed

--figures and tables can be submitted as appendices.

___ career plans and resources with a 1 page limit, including

--overall career research plan

--VA career plan

--available resources (external funding, space, mentors, equipment, etc.)

___ references with a 2 page limit

___ budget with a 1 page limit, detailing how funds would be expended for the project if awarded. The budget request should not exceed \$25k.

___ signed letter from your VA Service Chief, detailing your VA-focused research career plan and the service's support of the plan.

___ signed letter(s) from VA mentor(s)

___ your CV

___ a statement sent via email to Mary Gray that you meet the Qualifications/Eligibility criteria listed on the Application Information Page.

___ if the application is intended to provide support for generating additional preliminary data for a previously *submitted but unfunded VA or NIH or DOD grant application*, the score and percentile and reviewers' comments should be provided via email to Mary Gray.

***All required elements of the application must be submitted by 2/9/2018 or, regretfully, the application will not be accepted.**