

April 16, 2002

## CAREER DEVELOPMENT PROGRAM

- 1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) Handbook announces programmatic changes to the Career Development Program in the Rehabilitation Research and Development (RR&D) Service.
- 2. SUMMARY OF MAJOR CHANGES:** Establishes new policy and procedures for the VHA Rehabilitation Research and Development program.
- 3. RELATED DOCUMENTS:** VHA Directive 1203.
- 4. RESPONSIBLE OFFICE:** The Office of Rehabilitation Research and Development is responsible for the contents of this Handbook.
- 5. RESCISSION:** This VHA Handbook rescinds VHA Directive 1201.08 dated April 19, 1998.
- 6. RECERTIFICATION:** This document is scheduled for re-certification on or before the last working date of April 2007.

S/ by Dennis H. Smith for  
Robert H. Roswell, M.D.  
Under Secretary for Health

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**CONTENTS**

**CAREER DEVELOPMENT PROGRAM**

<b>PARAGRAPH</b>	<b>PAGE</b>
1. Purpose .....	1
2. Scope .....	1
3. Procedures .....	1
4. Appointments .....	4
5. Mentors .....	4
6. Award Transfers .....	4
7. CD Program Contract .....	5
8. Annual Research Progress and Budget Review for CD Awards .....	5
9. Awardee Travel .....	5
10. Application Requirements .....	6

**APPENDIXES**

A Format for Submission of Letters of Intent for Career Development (Research Career Development (RCD), Advanced Research Career Development (ARCD), Research Career Development Enhancement (RCDE)) Awards .....	A-1
B Format for Submission of Applications for Career Development (Research Career Development (RCD), Advanced Research Career Development (ARCD), Research Career Development Enhancement (RCDE)) Awards .....	B-1
C Sample Format For Career Development (Research Career Development (RCD), Advanced Research Career Development (ARCD), Research Career Development Enhancement (RCDE)) Application Checklist .....	C-1
D Instructions for Career Development Annual Review .....	D-1

## CAREER DEVELOPMENT PROGRAM

### 1. PURPOSE

This Veterans Health Administration (VHA) Handbook provides guidance related to the Rehabilitation Research and Development Service (RR&D) Career Development (CD) Program.

### 2. SCOPE

The fundamental objective of the CD program is to build capacity in a wide geographic distribution, for the Department of Veterans Affairs (VA) to conduct research in areas of high-relevance to the veterans health care system in fulfillment of its primary mission of patient care, supported by appropriate research and education. The CD program is designed to encourage and to train clinicians to conduct research. **NOTE:** *An important feature of the CD program is that it may be used as a tool for recruiting talented individuals into VA. Candidates for CD awards at the Research Career Development and Advanced Research Career Development levels (described below) are not required to be VA employees at the time they are considered.* Eligible candidates are Doctors of Medicine (MDs), Doctors of Dental Surgery (DDSs), or other doctoral level clinicians that are interested in combining their clinical activities with research. Doctor of Philosophy (PhD) biomedical, behavioral and engineering scientists are also eligible to apply if they have a significant clinical responsibility. There are three separate award levels in this program:

- a. **The Research Career Development (RCD) Award.** The RCD Award is a mentored three-year award for clinicians at the doctoral level that have had limited or no research experience.
- b. **The Advanced Research Career Development (ARCD) Award.** The ARCD Award is a mentored three-year award for doctoral level clinicians who have had limited research experience.
- c. **The Research Career Development Enhancement (RCDE) Award.** The RCDE Award is intended for experienced clinician-investigators who require research leave from their own laboratories to conduct special experiments at a unique facility, or to learn new techniques or develop a new direction of their research program. The RCDE award provides a maximum of 6 months research support and is contingent upon matching support from the local VA facility.

### 3. PROCEDURES

#### a. **RCD Award**

(1) **Description.** The RCD award is for 3 years and is designed to provide research support to a fully trained clinician who is entering, or has recently entered, a research career. The applicant must be nominated by a VA facility and should propose to develop research skills in areas of importance to the mission of VA, with special reference to rehabilitation. The applicant should not be an independent researcher, but must show evidence of research competence. The goal for awardees at this level is to acquire sufficient proficiency to compete for research funding by the

end of the appointment, although they may not yet be fully independent research investigators. Physician applicants must have completed clinical training and meet Board certification requirements for practicing in the relevant health care profession, or obtain a waiver of such requirements from Patient Care Services in VHA Central Office. An appropriate academic appointment is at the instructor level.

(2) **Requirements.** At least 75 percent of the award's time must be devoted to research. Awardees are expected to make a clinical contribution (up to 25 percent time) to their local VA facility. In addition to the basic Award, the RCD provides \$20,000 per year for staff support, supplies, and equipment. Work under the RCD award must be conducted in the same physical location at VA (or in VA-approved space) as the primary mentor or in close proximity to the primary mentor, except in unusual circumstances as documented in a "Request for Exception" letter in the Letter of Intent (LOI) package. RCD awards are not renewable, but awardees are eligible to apply for ARCD awards that would start upon completion of the RCD.

b. **ARCD Award**

(1) **Description.** The ARCD award is a 3-year, non-renewable award designed to support clinician scientists who have some research experience, but are not completely independent and need additional guided research experience to become fully independent. The award's primary laboratory must be located in the VA facility, and the research program of the awardee should enrich the overall research program of the sponsoring medical center, especially in areas of high relevance to rehabilitation in VA. Physician applicants must have completed all clinical training and meet Board certification requirements for practicing in the health care profession or obtain a waiver of such requirements from Patient Care Services in VHA Central Office. Applicants must have at least 3 years of postdoctoral research experience. An appropriate academic appointment is at the Assistant Professor level; persons with academic positions above the rank of Assistant Professor must submit a "Request for Exception" letter in their LOI package. The applicant is expected to have at least one first-authored peer-reviewed publication in the area of the proposed research.

(2) **Requirements.** It is expected that graduates of the program will be offered VA staff clinician appointments at the end of the award. During the award period, ARCD awardees are expected to compete for peer-reviewed research funds. At the time of submission, applicants may not be principal investigators on national peer-reviewed awards, which exceed \$50,000. In addition to the basic award, the ARCD provides \$50,000 for the first year of the award only for staff support, supplies and equipment. At least 75 percent of the award's time must be devoted to research. Awardees may make a non-research contribution to their local medical center (up to 25 percent time) which should be primarily clinical in nature. Awardees are not permitted to hold administrative positions. ARCD applicants are required to conduct research in a VA facility.

c. **RCDE Award**

(1) **Background.** The RCDE award is designed to support established clinician investigators who wish to secure time to enter a new area of research specialization, especially in areas of importance to the VA mission. To be eligible for this award, individuals must have been employed by VA for at least 6 years and be principal investigator on an ongoing VA peer-

reviewed and funded research program. Also required is a sponsor who will facilitate the research program and provide training and consultation to the applicant.

(2) **Requirements.** The RCDE award provides research support for up to 6 months. This award must be matched by equal support and educational leave time granted by the applicant's VA facility. Since the educational leave program has been decentralized, awards are contingent on decisions made at the local VA medical center. RCDE award applicants are required to submit documentation from their local medical center indicating contingent approval of educational leave in time and amount. While in receipt of the RCDE award, the awardee must devote 100 percent time to research. RCDE awards are not renewable beyond the award period.

d. **LOI.** All CD applicants are required to submit an LOI according to the dates on calendar at <http://www1.va.gov/resdev/funding/unified-cal04.cfm>. Each LOI will be reviewed to determine whether the proposed area of research is of high priority to VA rehabilitation issues, the background of the mentor(s) or sponsors is appropriate for the requested level, and the background of the mentor(s) or sponsors is appropriate for the applicant's training and development. Approved LOIs will be valid for the two consecutive review cycles following receipt of the LOI. LOIs must be prepared in accordance with instructions contained in Appendix A. In addition, a detailed "Request for Exception" letter must be included with the LOI if any of the following circumstances apply:

- (1) An RCD applicant proposes to conduct research in a non-VA facility.
- (2) An RCD applicant proposes to conduct research at a site remote from the primary mentor.
- (3) An ARCD applicant holds an academic position above the rank of Assistant Professor.

e. **Applications.** Applications will be accepted from candidates who have submitted an approved LOI. All applications for the RCD, ARCD, and RCDE programs must be evaluated by the VA facility R&D Committee and approved by the Dean's Committee and the VA facility Director prior to submission. Scientific review of all applications will be conducted by the RR&D Career Development Review Committee. Applications must be submitted by dates listed on <http://www1.va.gov/resdev/funding/unified-cal04.cfm> in accordance with instructions in Appendix B. Applications will be evaluated on the basis of the following criteria:

- (1) Qualifications of the applicant (i.e., previous training and accomplishments).
- (2) Quality of the research planned and/or accomplished.
- (3) Qualifications of the mentor or sponsor.
- (4) Suitability of the training and career development plan to the background and career goal of the applicant (i.e., research vision and growth potential).
- (5) Suitability of the medical center for the research and/or training proposed.
- (6) Anticipated effect of the proposed award on the VA research career of the applicant.

- (7) Relevance of research interests to the needs of VA and feasibility of proposed projects.
- (8) Long-term commitment of the local VA facility to the applicant.
- (9) Clarity of written application.

f. **Resubmissions.** The revised application must contain a letter, not to exceed three pages, discussing the applicant's response to the reviewers' comments and a copy of the letter notifying the applicant of LOI approval. Applications that do not contain this information will be returned without review. **NOTE:** *Career Development applications are not subject to a formal appeals process.*

#### 4. APPOINTMENTS

a. All appointments are on a temporary, full-time basis as time-limited appointments unless the awardee already holds a career appointment, and are subject to applicable qualification requirements. The RCD awards are for 3 years, and successful applicants may apply for the ARCD awards at the application deadline closest to the termination of their award. ARCD awards are for 3 years and are non-renewable. The RCDE award is for a maximum of 6 months, and is contingent upon matching time and research support from the local VA facility.

b. Awardees are required to meet the VA and Federal appointment hiring requirements as applicable. Documentation of an applicant's eligibility for VA employment must be provided with the LOI (see App. A). The employment application process should be coordinated with the local serving Human Resource Management (HRM) office to ensure applicants meet the VA appointment regulations. The ACOS for R&D, or responsible VHA facility management official, is responsible for ensuring that current employees are converted to the applicable appointment authority upon receiving a Career Development Award.

#### 5. MENTORS

Mentors are used in the CD Program to prepare the awardee for an independent research career. Applicants for these awards select one to three highly qualified mentor(s) with expertise and interest in the applicant's research. At least one mentor must be a VA investigator from an appropriate discipline who is committed to the training and development of the applicant. Up to two mentors (VA or non-VA) may supplement the expertise of the primary mentor. When possible, participation of Research Career Scientists as mentors is encouraged. The application must contain a letter of support from the mentor documenting the specific commitment to the applicant and describing the mentorship program to facilitate the development of research skills. If the primary mentor relocates to a different facility, or is unavailable to train the awardee, the ACOS for R&D must immediately notify RR&D Service. The primary mentor may not be replaced without the approval of the RR&D Service.

#### 6. AWARD TRANSFERS

The Director, RR&D Service may, in exceptional circumstances, approve a transfer of an award to a different VA facility. Such approval will only be given if it is in the best interest of the award's training program and VA. The R&D Committee, Dean's Committee, the proposed

Mentor, and the Director of the new VA facility are required to endorse the transfer and ensure that sufficient VA space and to indicate that support will be available for the successful completion of the transferee's award. Credentials of, and a letter of support from, the proposed Mentor must be submitted with the request for transfer. Research funds will not be provided to cover any moving or relocation expenses. If approved, the awardee may complete the balance of the award at the new VA facility.

## 7. CD PROGRAM CONTRACT

a. As a condition of the CD award, awardees must sign a contract agreeing to:

- (1) Acknowledge VA as the primary affiliation on all public reports and presentations,
- (2) Conduct research in a VA medical center (unless specifically exempted), and
- (3) Participate in an annual CD review.

b. Failure of an awardee to acknowledge VA support or employment may result in termination of the award, at the discretion of the Director, RR&D Service.

## 8. ANNUAL RESEARCH PROGRESS AND BUDGET REVIEW FOR CD AWARDS

The progress of each awardee will be reviewed annually. This is in addition to Annual Proficiency Reviews and Performance Reviews for Title 38 and Title 5 employees, respectively. The annual review is required after completion of 6 months of an award term. **NOTE:** *Instructions for preparation and submission of the Annual Review are described in Appendix C.*

(1) The annual review will be conducted by the ACOS for R&D or by a scientist(s) appointed by the Research Office at the host facility. The review will include the award's adherence to the training program, awardee-mentor interactions, research progress, research plans for the coming year, and recommendations to enhance or comply with the career development program. The evaluation and recommendations of the reviewer will be discussed with the awardee and mentor(s). The awardee must respond to the evaluation in writing within 2 weeks. The response is to include a plan for correcting any deficiencies identified.

(2) The evaluation and awardee response must be received by RR&D Service by June 15 of each calendar year. RR&D Service determines whether the progress and activities planned are satisfactory, satisfactory with contingencies, or unsatisfactory.

## 9. AWARDEE TRAVEL

It is expected that funding of awardee travel to attend scientific meetings will be provided by the VA facility and/or the affiliated university. Depending upon the availability of travel funds, RR&D may in rare cases provide limited funding for awardee travel for research collaborations, or for presentation of results from the award's VA research. To be considered, requests for RR&D funding of awardee travel must include full justification.

## **10. APPLICATION REQUIREMENTS**

Specific requirements and guidelines for letters of intent and applications for the RR&D Career Development program are presented in Appendixes A through D.

**FORMAT FOR SUBMISSION OF LETTERS OF INTENT FOR  
CAREER DEVELOPMENT (RESEARCH CAREER DEVELOPMENT (RCD) AND  
ADVANCED RESEARCH CAREER DEVELOPMENT (ARCD), AND RESEARCH  
CAREER DEVELOPMENT ENHANCEMENT (RCDE)) AWARDS**

1. A Letter of Intent (LOI) should consist of single-spaced typed pages. Use only letter-quality print; do not use a dot matrix printer. Do not use photo reduction or font size smaller than 11 point or fonts with letter size less than 1/8" high.
2. Each LOI should consist of the following materials:
  - a. Department of Veterans Affairs (VA) Form 10-1313-13, VHA Research and Development Letter of Intent Cover Page: In block 1, check the Rehabilitation Research and (RR&D) Service. In block 3, check Career Development and the type and level of the award sought.
  - b. Name(s) and signature(s) of mentor(s) for Research Career Development (RCD) and Advanced Research Career Development (ARCD) awards, and sponsor for Research Career Development Enhancement Award (RCDEA).
  - c. An abstract of the planned research (not to exceed one page).
  - d. **For revised application only.** A letter describing changes from previous application.
  - e. Curriculum vitae of the applicant and mentor(s) of the RCD or ARCD awards or the sponsor of the RCDE award.
  - f. Documentation from local Human Resource Management (HRM) office of applicant's appointment eligibility.
  - g. Any letter(s) requesting exception, e.g., an ARCD applicant above the Assistant Professor rank, or an RCD applicant's research space is not located at a VA facility.
3. LOIs will be considered incomplete and returned if they are not submitted in accordance with established procedures. The responsibility for following instructions and preparing a complete and timely submission lies with the Research and Development (R&D) Office at the originating VA facility.
4. **Due Dates.** LOIs will be reviewed semi-annually. Deadlines for receipt are listed at website <http://www1.va.gov/resdev/funding/unified-cal04.cfm>.
5. LOIs are to be mailed to:

RR&D Career Development Program Manager (122P)  
Rehabilitation Research and Development Service  
Department of Veterans Affairs  
810 Vermont Ave, NW  
Washington, DC 20420

**FORMAT FOR SUBMISSION OF APPLICATIONS FOR CAREER DEVELOPMENT (RESEARCH CAREER DEVELOPMENT (RCD), ADVANCED RESEARCH CAREER DEVELOPMENT (ARCD), RESEARCH CAREER DEVELOPMENT ENHANCEMENT (RCDE)) AWARDS**

**1. LOI REQUIREMENT.** A Career Development application may be submitted only after receipt of an approved Letter of Intent (LOI). Applications need to be prepared in a format consistent with the following instructions:

a. **Research Career Development (RCD).** The full application is prepared jointly with the mentor. The application must contain:

- (1) A history of the applicant's educational and research experience;
- (2) The mentor's qualifications including research accomplishments, funding, training experience, and list of previous trainees;
- (3) A detailed description of the training experience to be provided including types of formal courses to be attended, seminars, data sessions, and other types of mentoring experience;
- (4) A detailed description of the research facilities including core programs and opportunity for collaborations; and
- (5) A narrative summary of the research plan.

b. **Advanced Research Career Development (ARCD).** The full application is written by the applicant and reviewed by the mentor. The application needs to convincingly demonstrate the potential of the applicant for achieving status as an independent researcher during the course of the award. The application must contain:

- (1) A history of the applicant's educational and research experience.
- (2) The mentor's qualifications including research accomplishments, funding, training experience, and list of previous trainees.
- (3) A detailed description of the training experience to be provided including types of formal courses to be attended, seminars, data sessions, and other types of mentoring experience.
- (4) A detailed description of the research facilities including core programs and opportunity for collaborations.
- (5) A narrative summary of the research plan.

c. **RCDE Award.** This award is for established clinician scientists. The application needs to convincingly demonstrate the value of the proposed training to the investigator and to the Department of Veterans Affairs (VA). The application must contain:

- (1) A history of the applicant's educational and research experience;
- (2) The sponsor's qualifications;
- (3) A detailed description of the work proposed during the training period; and
- (4) A statement addressing the value of the training to the applicant and to VA.

## 2. SPECIFIC INSTRUCTIONS FOR RCD AND ARCD AWARDS

a. **VA Form 10-0102, Career Development Application.** Complete items 3 through 9 as indicated on the form. To the right of the text in Item 10 (Program Level) enter "RR&D" to indicate the Research Service to which the application is being submitted. In addition, list the award level (i.e., RCD, ARCD, RCDE) that is being sought. Item 11 (Proposed Starting Date) is to be left blank. Item 13 needs to be completed from the appropriate list in "Codes and Instructions for Investigator Data Sheet" (see page 18 of VA Form 10-5368, VA Medical Research Information System Report). Complete items 13 through 16 as indicated on the form. Original signatures are required from the applicant and the Associate Chief of Staff (ACOS) for Research and Development (R&D). The back of VA Form 10-0102 is to be used for a one-page summary (abstract) of the application. Key Words from the National Library of Medicine, Permuted Medical Subject Headings need to be included. The summary needs to include a brief description of the research background, current research interests, future plans of the applicant, and a summary of the proposed research.

b. **Table of Contents.** A Table of Contents must follow VA Form 10-0102. Headings need to include items 1 through 15 of this instruction section, with subheadings as necessary for clarity. Add the page numbers for the material in the application corresponding to the headings in the Table of Contents.

c. **LOI Approval Letter.** Append a copy of the LOI approval notification letter.

d. **Nominating Letters.** The Career Development Committee will accept a single letter from the VA facility Director stating that the Dean's Committee and the R&D Committee have approved the submission of the application. Alternatively, applications may contain all three nominating letters. The Director's letter is expected to include any information pertinent to administrative matters, such as the commitment to offer a staff position to the applicant at the completion of the award, or the date of citizenship eligibility for a non-citizen.

e. **VA Forms 10-1313-5, Investigator's Biographic Sketch, through 10-1313-8, Investigator's Total VA and Non-VA Research/Development.** VA Form 10-1313-5, and VA Form 10-1313-6, Investigator's Bibliography, must be included. Applicants must indicate current positions and any positions they expect to have between the time of submission of the application and the projected starting date of the Career Development award. The bibliography should not exceed two pages, and it needs to include a chronological list of all of the most important and pertinent publications and submitted papers. Literature citations must include the full title of the paper referenced. Following the bibliography, insert VA Form 10-1313-7,

Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, abstract paper, and budget pages for all non-VA support.

f. **Facilities Available.** In a paragraph or two, describe the office and research space and its location, specifying whether the space is in a VA facility. Describe pertinent resources and major pieces of equipment available to the applicant, avoiding facility inventories. If applicable, describe clinical and animal facilities available. If the research space is not in a VA facility, the prior approval of the Chief Research and Development Officer (CRADO) must be obtained through a Letter of Exception submitted with the LOI.

g. **Mentor's Support Letter and Description of the Training Program.** A letter from each proposed mentor must be included with the application. This letter is critical for the application because it describes the content of the applicant's proposed research-training experience from the mentor's point of view. This letter needs to contain:

(1) A brief description of the distribution of the mentor's time in research, patient care, teaching and administration;

(2) An explicit description of the mentor's current obligations, including the number of residents, fellows and other trainees that the mentor is currently supervising in research as well as past and projected trainees, with inclusive dates.

(3) A description of the plan for mentoring the applicant, including:

(a) The role of the applicant in the mentor's research program,

(b) The role of the mentor in the applicant's research,

(c) Formal coursework,

(d) Training experiences planned by the mentor for the applicant,

(e) Nature of the mentor's interaction with the applicant,

(f) Percentage of the mentor's effort that will be devoted to the applicant, and

(g) The degree and type of interaction that the applicant will gain from other researchers in the mentor's program or elsewhere at the medical center.

h. **Delineation of Clinical Role:** The appropriate Service Chief or Section Head must submit a statement describing the proposed patient care role of the applicant. An indication of the applicant's expected percent time in non-research activities needs to be included (this is not to exceed 10 hours per week).

i. **ACOS for R&D Support Letter:** The ACOS for R&D is required to submit a letter of support and to acknowledge commitment to review the applicant's progress and development, at least annually.

j. **Reference Letters.** Include five reference letters from professional colleagues. Reference letters should not be limited to the applicant's institution or affiliated university. The applicant is encouraged to include letters of support from other institutions that are willing to provide support and resources to the development of the applicant's research career.

k. **Mentor's Curriculum Vitae (CV).** Mentor's CV with Bibliography and Research Support. VA Form 10-1313-5 and VA Form 10-1313-6, must be included for each mentor. The bibliography may not exceed three pages and needs to include a chronological list of the most important and pertinent publications and submitted papers. Literature citations need to include the full title of the paper referenced. Following the bibliography, insert VA Form 10-1313-7 and VA Form 10-1313-8, abstract page, and budget page for all non-VA support.

l. **Response Letter.** *NOTE: For revised applications only.* A letter, not to exceed three pages, should address changes made in the application in response to the comments of reviewers.

m. **Career Plan.** Submit a detailed description of the Career Plan (no more than seven pages). In the plan, include:

- (1) Previous research experience and funding.
- (2) Current research interests and involvement, include funding.
- (3) Relationship between the research interests of the applicant and mentor.
- (4) Potential impact of the research on the improvement and/or evaluation of veteran health care and/or health policy.
- (5) Discussion of how the award will affect VA leadership, commitment and/or professional advancement within VA.
- (6) Future research plans and ambitions (explain how the proposed CD award fits into these plans).
- (7) Time commitment to research. Indicate percent of time to be devoted to research, and describe other concurrent commitments to the local VA medical center.

n. **Research Plan**

- (1) Provide narrative summary of the proposed research (up to five pages). List literature references in an appendix.
- (2) Describe specifically the nature and status of any approved, submitted, or planned LOIs.
- (3) Attach copies of any approved, submitted, or pending Investigator Initiated Research (IIR) LOIs.

o. **Budget.** In addition to the basic award, research support is limited to \$20,000 per year for RCD Awards and \$50,000 for the first year only for ARCD Awards.

**3. SPECIFIC INSTRUCTIONS FOR RCDE APPLICATIONS:** All applicants need to submit the following:

a. **VA Form 10-0102**

(1) Complete items 3 through 9 as indicated on the form. To the right of the text in Item 10 (Program Level) enter "RR&D." In addition, list the award that is being sought (RCDE) award. Item 11 (Proposed Starting Date) should be left blank. Item 13 is to be completed from the appropriate list in "Codes and Instructions for Investigator Data Sheet." Complete items 13 through 16 as indicated on the form. Original signatures are required from the applicant and the ACOS for R&D.

(2) **Back of VA Form 10-0102.** The back of VA Form 10-0102 is to be used for a one-page summary of the application. Key Words from the National Library of Medicine, Permuted Medical Subject Headings are to be included. The summary needs to include a brief description of the sponsor's qualifications and site at which the proposed training will be conducted, a description of the proposed research, and a statement of the benefits to be obtained from the training period.

b. **Table of Contents:** A Table of Contents must follow VA Form 10-0102. Headings need to include items one through ten of this instruction section, with subheadings as necessary for clarity. Add the page numbers for the material in the application corresponding to the headings in the Table of Contents.

c. **LOI Approval Letter.** Append a copy of the Career Development LOI approval notification letter.

d. **Nominating Letters.** The Career Development Committee will accept a single letter from the medical center Director stating that the Dean's Committee and the R&D Committee have approved the submission of the application. Alternatively, applications may contain all three nominating letters.

e. **Letter of Commitment from the Proposed Sponsor.**

f. **Approved Extended Educational Leave Request.** Use VA Form 10-5503, Extended Educational Leave Request Briefing Slip, and VA Form 10-5503a, Extended Educational Leave Checklist.

g. **Curriculum Vitae of Applicant.** Use VA Form 10-1313-5 and VA Form 10-1313-6.

h. **Research Support of Applicant.** Use VA Form 10-1313-7 and VA Form 10-1313-8. Insert award notices or other information to document research support for the period of the award.



Career Development Program Manager  
Rehabilitation Research and Development Service (122P)  
Department of Veterans Affairs  
810 Vermont Avenue, N.W.  
Washington, DC 20420

(2) If shipped by door-to-door couriers such as Federal Express, it needs to be mailed to:

Rehabilitation Research and Development Service (122P)  
Department of Veterans Affairs  
810 Vermont Avenue, N.W.

Washington, DC 20420

*NOTE: The telephone number is (202) 254-0255.*

**5. INQUIRIES AND ADDITIONAL INFORMATION:** Inquiries may be directed to RR&D Service, Program Analysis and Review Section (PARS) at (202) 254-0255. Also, refer to the RR&D web-site at [www.vard.org](http://www.vard.org).

**SAMPLE FORMAT FOR CAREER DEVELOPMENT (RESEARCH CAREER DEVELOPMENT (RCD), ADVANCED RESEARCH CAREER DEVELOPMENT (ARCD), RESEARCH CAREER DEVELOPMENT ENHANCEMENT (RCDE)) APPLICATION CHECKLIST**

**1. Research Career Development (RCD) and Advanced Research Career Development (ARCD) Applications**

- \_\_\_ 1. Department of Veterans Affairs (VA) Form 10-0102, Career Development Application (front and back completed).
- \_\_\_ 2. Table of contents.
- \_\_\_ 3. Career Development Letter of Intent (LOI) approval notification letter.
- \_\_\_ 4. Nominating Letters (VA facility Director, Research and Development (R&D) Committee, and Dean's Committee).
- \_\_\_ 5. VA Form 10-1313-5, Investigator's Biographic Sketch, and VA Form 10-1313-6, Investigator's Bibliography.
- \_\_\_ 6. Applicant's Research Support. VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development), abstract page, and budget page.
- \_\_\_ 7. Facilities available statement.
- \_\_\_ 8. Mentor's support letter(s) describing training program.
- \_\_\_ 9. Delineation of clinical role.
- \_\_\_ 10. Associate Chief of Staff (ACOS) for Research and development (R&D) support letter.
- \_\_\_ 11. Five reference letters.
- \_\_\_ 12. Mentor's Curriculum Vitae with VA Form 10-1313-5 and VA Form 10-1313-6.
- \_\_\_ 13. Mentor's research support (include VA Form 10-1313-7, VA Form 10-1313-8, abstract page and budget page).
- \_\_\_ 14. Response to prior concerns (re-submissions only).
- \_\_\_ 15. Career plan statement.
- \_\_\_ 16. Narrative summary of research plan.
- \_\_\_ 17. The original proposal and twenty unbound copies.

- \_\_\_ 18. Six sets of reprints , plus an twenty extra copies of VA Form 10-0102 (front and back).
- \_\_\_ 19. LOI approval notification letter.

**2. RCDE Applications**

- \_\_\_ 1. VA Form 10-0102 (front and back completed).
- \_\_\_ 2. Table of Contents.
- \_\_\_ 3. LOI approval notification letter.
- \_\_\_ 4. Nominating letters (VA facility Director, R&D Committee, and Dean's Committee).
- \_\_\_ 5. Letter of commitment from the proposed sponsor.
- \_\_\_ 6. Approved educational leave request.
- \_\_\_ 7. Curriculum vitae of applicant (VA Form 10-1313-5, and VA Form 10-1313-6).
- \_\_\_ 8. Research support of the applicant (VA Form 10-1313-7, VA Form 10-1313-8, abstracts, and budget pages).
- \_\_\_ 9. Curriculum vitae of sponsor (VA Form 10-1313-5, and VA Form 10-1313-6).
- \_\_\_ 10. Narrative.
- \_\_\_ 11. The original proposal and twenty unbound copies.
- \_\_\_ 12. Six sets of reprints.
- \_\_\_ 13. Twenty extra copies of VA Form 10-0102 (front and back).

**INSTRUCTIONS FOR CAREER DEVELOPMENT ANNUAL REVIEW**

**1. ANNUAL PERFORMANCE REVIEW.** The annual review of all Research Career Development (RCD) and Advanced Research Career Development (ARCD) awardees is performed by the Associate Chief of Staff (ACOS) for Research and Development (R&D) or by a scientist(s) appointed by the Research Office at the host facility. The review is based on information provided by the awardee, input received from the awardee's mentor(s), and observations made by the reviewer.

**2. CONTENT.** Each annual performance review consists of the following materials:

a. **Cover sheet.** A cover sheet listing the following information in the order specified:

(1) Career Development Annual Performance Review. Specify Rehabilitation Research and Development (RR&D) Service.

(2) Department of Veterans Affairs (VA) facility.

(3) Name of awardee.

(4) Level of award (RCD or ARCD).

(5) Name, degree, and affiliation of mentor(s).

(6) Percentage of awardee's time devoted to research.

(7) Percentage of awardee's time devoted to non-research activities; brief description of non-research activities.

(8) Location of primary work site and/or laboratory.

(9) Name, title, and signature of the awardee; name, title, and signature of the ACOS for R&D.

b. **Training.** Provide a description of the awardee's participation in training activities during the evaluation period, to include formal courses, seminars, data sessions, laboratory meetings, journal clubs, lecture series, etc. Describe the basic content as well as frequency of training activities. Identify any variation from the training program proposed in the awardee's application; explain the reason for the change. Include recommendations for enhancing or improving the training program, if applicable.

c. **Participation.** Describe the awardee's participation in national or international scientific meetings.

d. **Mentor(s).** Provide a description of the awardee's interaction with mentors, to include frequency, duration, and nature of interaction. Identify any variation from the mentor-trainee relationship proposed in the awardee's application, and, if applicable, any changes in the mentor's

obligations that could impact on the trainee. Include recommendations for enhancing or improving the mentor-trainee relationship.

e. **Letter from Mentor(s).** Attach a letter from each of the awardee's mentors containing the following information:

(1) Identification of any changes from the awardee's application to the distribution of the mentors' time in research, patient care, teaching, and administration (if there are no changes, the letter is to so state).

(2) Identification of any changes from the awardee's application to the mentor's current obligations, including the number of residents, fellows, and other trainees who the mentor is currently supervising, as well as projected trainees (if there are no changes, the letter is to so state).

(3) A description of the mentor's interactions with the awardee during the performance period, including the awardee's role in the mentor's research program, the mentor's role in the awardee's research program, formal training experiences completed, the percentage of the mentor's time devoted to the awardee, and the nature and quality of the mentor's interactions with the awardee.

f. **Career Plan.** Describe any changes to the awardee's career plan identified during the performance period.

g. **Research Support.** For approved and/or anticipated funding during the subsequent performance period, attach VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development, abstract page, and budget pages from all non-VA support.

h. **Research Progress.** Provide a status report of progress made on the proposed research. Describe any changes from the original research plan.

i. **Bibliography.** Include a chronological list of publications during the performance period, beginning with the most recent publication. Attach a copy of each publication.

j. **Awardee Response to the Evaluation.** The evaluation and recommendations of the reviewer(s) will be discussed with the awardee and mentor(s). The awardee must provide a written response to the evaluation within 2 weeks. The response should include a plan for correcting any deficiencies identified.

**3. DUE DATE.** Annual performance reviews must be received by RR&D Service by date listed on calendar at <http://www1.va.gov/resdev/funding/unified-cal04.cfm>.