

RESEARCH AND DEVELOPMENT PROGRAM

HSR&D ADMINISTRATIVE CHECKLIST

1. General information

- a. Eligibility of PI(s) established or waiver requested
- b. Prior approved Letter of Intent
- c. All pages are numbered consecutively
- d. 25 copies of the proposal
- e. Eight copies of VA Form 10-1313-1 & 10-1313-2, copied back to back
- f. Six copies of up to three selected papers (not required)
- g. Instruments considered important for review

2. HSR&D proposal should include

- a. Acknowledgment of Receipt of Component Research, VA Form 10-7956
- b. VA Form 10-1313-A
- c. VA Form 10-1313-1*
- d. VA Form 10-1313-2
- e. Table of Contents
- f. VA Form 10-1313-3
- g. VA Form 10-1313-4
- h. Project Schedule (GANTT Chart Form)
- i. VA Form 10-1313-5
- j. VA Form 10-1313-6
- k. VA Form 10-1313-7
- l. VA Form 10-1313-8
- m. Letter for resubmissions-3 pages (required)
- n. Narrative (no more than 25 pages)
 - (1) Objectives of the Research (1-2 Pages)
 - (2) Background/Context (2-3 pages)
 - (3) Significance (1-2 Pages)
 - (4) Methods (15 pages)
 - (5) Project Management Plan (1-2 pages)
 - (6) References
- o. VA Form 10-1223 dated and signed
- p. VA Form 10-1086 if applicable
- q. Animal Research Protocol Statement
- r. Biohazard Statement
- s. Privacy of Information Statement*
- t. R&D Committee Review of Proposal *
- u. Letters of Endorsement:
 - (1) Director (transmittal letter)*
 - (2) Each participating organizational element, institution*
 - (3) Collaborators*
 - (4) Consultants, *with curriculum vitae
 - (5) Appendices (not required; not to exceed 15 pages)

***Original signatures required**

PRINT OR TYPE NAME AND TITLE	TELEPHONE NUMBER
SIGNATURE	DATE