

**REHABILITATION RESEARCH AND DEVELOPMENT SERVICE
INSTRUCTIONS FOR COMPLETING ANNUAL REPORTS FOR
CENTERS AND RESEARCH ENHANCEMENT AWARD PROGRAMS (REAPs)**

I. REQUIRED ELEMENTS (unless otherwise specified as needing to be submitted in the accompanying Microsoft Excel spreadsheet, the information identified below is to be reported in Microsoft Word document form, Times New Roman font, 12 point size):

A. Title Page (standardized format that must including the following information, with variation allowed only for the Center's or REAP's choice of logo(s).

1. Fiscal Year (FY)
2. Center or REAP name and location city
3. Center or REAP type (Center or REAP)
4. RR&D Center or REAP funding number
5. Center or REAP award dates (beginning date; end date)
6. Center or REAP Director's name, degrees(s), and title
7. Center or REAP Website URL (if applicable)

B. Table of Contents (provide a table of contents)

C. Narrative Summary (5 pages or less)

The narrative summary introduces the Center or REAP, summarizes accomplishments from the past FY and gives a brief explanation of intended future activities. Write narrative as an Executive Summary and include the following:

1. Key Impacts

The key impacts section includes a list of up to six key publications and patents, invention disclosures, discoveries that allow T1 (basic science to clinical application) or T2 (clinical application to efficacy research) translations, advancements in clinical care (e.g., practice guidelines, professional standards, new devices and drugs) resulting from Center or REAP work. The Center or REAP should highlight work that had an impact on or will likely have an impact on rehabilitation of the disabled Veteran. Broadly speaking, this may represent an improvement in or restoration of function, as well as overall quality of life and community reintegration. Each of the key impacts should be related to the goals and objectives of the Center or REAP, RR&D, and the VA. In addition, a Center or REAP should, in the description of each individual key impact, describe why the impact is noteworthy and the evidence that supports the selection.

2. Key Services

The key services section includes a list of up to nine key services provided by the Center or REAP to RR&D, other VA/ORD, VHA, Veterans, and nationally (non-

VA), with a brief description of each and why it is noteworthy. Services such as websites to disseminate research information, system-wide seminars, service projects, etc., should be included here.

D. Investigators

The investigators section includes two components, although only the first item (organizational chart) is reported here within the Microsoft Word document, while the second item (investigator table) is reported separately within the Microsoft Excel spreadsheet template):

1. An organizational chart showing all personnel (core investigators, affiliate investigators, associate investigators, and support staff), and include direct reporting relationship of Center or REAP Director to the Associate Chief Of Staff (ACOS)/Research & Development (R&D).
2. A table (reported separately, on the Investigator Table within the Microsoft Excel spreadsheet template) listing all Center or REAP investigators and their degrees, titles, employment information, and research interests/expertise.

E. Steering Committee (e.g., External Advisory Board)

The steering committee section includes a table listing all committee members, a brief overview of the role of the steering committee in supporting your Center's or REAP's mission, meeting dates during the reporting period, and an overview of the steering committee's recommendations.

F. Center or REAP Funding

The Center or REAP funding section includes:

1. A budget information table (reported separately, on the Funding Table within the Microsoft Excel spreadsheet template) that gives a five-year history of funding from all sources. Funding types to include:
 - a. Core
 - b. Supplemental
 - c. Research projects
 - d. Career awards
 - e. Locally-Initiated Projects (LIPs)
 - f. Administrative and travel reimbursements
2. Funding charts breaking down total funding, core vs. total, external funding, and training support.

G. Research Projects

The bulk of the Annual Report is this section on research projects at your Center or REAP (reported separately, on the Research Projects Table within the Microsoft Excel spreadsheet template). This section includes each current research project listed in your

Center or REAP funding (leveraging) data, as well as career awards, training programs, administrative projects, and Center or REAP programs. The listing includes:

1. Funding source
2. Funding number
3. Project Title
4. Investigators/awardees/directors
5. Funding amounts – total (all years) and current FY
6. Start and end dates
7. Project status

H. Bibliography

An important component of the Annual Report is a complete listing of substantive research dissemination activities during the reporting period. This includes all publications (journal articles, books, etc) and other major forms of dissemination (conference presentations, reports, etc), formatted consistent with the following example Bibliography:

Journal Articles

1. **Authors:** Berlowitz DR, Hoenig H, Cowper DC, Duncan PW, Vogel WB.
Title: Impact of comorbidities on stroke rehabilitation outcomes: does the method matter?
Journal: Archives of Physical Medicine and Rehabilitation. 2008 Oct 1; 89(10):1903-6.
Center Author(s): Cowper Ripley, D; Duncan, P; Vogel, B
Project: B3105-R, Developing Risk Adjustment Models for Stroke Rehabilitation Outcomes
PI: Dan R. Berlowitz, MD, MPH
2. **Authors:** Hinojosa MS, Rittman M, Hinojosa R, Rodriguez W.
Title: Racial/ethnic variation in recovery of motor function in stroke survivors: role of informal caregivers.
Journal: Journal of Rehabilitation Research and Development. 2009 Jan 1; 46(2):223-32.
Center Author(s): Rittman, M
Project: NRI 98-183, Culturally Sensitive Models of Stroke Recovery and Care giving After Discharge Home
PI: Maude R. Rittman, PhD, MSN, BSN

Conference Presentations

1. **Authors:** Davenport RD, Mann W.
Title: Constructing an Elder Smart Technology Need Decision Tree Model.
Presented at: Gerontological Society of America Scientific Annual Meeting; 2008 Nov 22; National Harbor, MD.
Center Author(s): Davenport, R
Project: TPP 71-007, OAA Associated Health

Trainee: Rick D. Davenport, PhD, MHS, BSN

2. **Authors:** Jia H, Ried LD, Wang X, Hua F, Cameon RH.

Title: Depression diagnosis and antidepressant dispensing before and after stroke.

Presented at: Academy Health Annual Research Meeting; 2009 Jun 29; Chicago, IL.

Center Author(s): Jia, H

Project: D3487R, Depressed Mood and Antidepressant Treatment Among Post-Stroke Veterans

PI: Ronald I. Shorr, MD, MS, BA

I. National and Regional Leadership Roles

Many Center or REAP personnel contribute substantial time to leadership roles at national and regional levels, serving on committees within and outside VA. This section of the Annual Report (**reported separately, on the Leadership Roles table within the Microsoft Excel spreadsheet template**) addresses participation on national and regional committees and review groups, representation of RR&D at the national level, and leadership roles in other public and private professional organizations. Do not report project-specific roles (e.g., PI, Co-Investigator, etc), local roles (e.g., Instructor, ACOS, R&D or IRB Committee Member, etc), or routine activities (e.g., reviewer for journal, position at university, etc). Leadership roles must be reported for Core Investigators (unless they have none), but are optional for Affiliate and Associate Investigators.

J. Funding and Personnel Calculations

1. Core Investigators

This is the count of Core Investigators based on the definition for a Core Investigator (see definition of Core Investigator in Glossary, Appendix I.) at an RR&D Center or REAP.

2. Affiliate Investigators

This is the count of Affiliate Investigators based on the definition for an Affiliate Investigator (see definition of Affiliate Investigator in Glossary, Appendix I.) at a RR&D Center or REAP.

3. Associate Investigators

This is the count of Associate Investigators based on the definition for an Associate Investigator (see definition of Associate Investigator in Glossary, Appendix I.) at a RR&D Center or REAP.

4. Full-Time Employee Equivalent (FTEE) of Core and Affiliate Investigators

This is a raw count of the FTEE for all investigators at your Center or REAP. It is the sum of the Center or REAP FTEE for Core and Affiliate Investigators. Enter FTEE as a decimal (e.g., $\frac{1}{2} = 0.5$). If you are at a co-located Center or REAP (i.e., located at more than one VA Medical Center), the combined FTEE for each Core and Affiliate Investigator cannot exceed 1 (i.e., 1.0). *Note: FTEE refers not to salary, but to the percentage of time (assuming a 40-hour work week) that investigators spends on*

Center or REAP activities, regardless of how that activity is funded. FTEE may be donated, as with Doctors of Medicine (MDs) who cannot be reimbursed for research activities or individuals who work Without Compensation (WOC).

5. Core Funding

This is the total amount of RR&D (Program 822) Center or REAP funding designated as core in Research Analysis Forecasting Tool (RAFT Pink Sheet). This amount is included in the total funding calculation.

6. RR&D Merit-reviewed Funding

This is the total amount of RR&D funding (Program 822) for merit-reviewed studies that are six months or longer in duration, but does not include funding for Career Development Awards (CDAs), Research Career Scientist (RCS) or Senior Research Career Scientist (SRCS) awards. This amount is included in the total funding calculation.

7. Other VA Project Funding

This is the total amount of funding for merit-reviewed studies from VA sources other than RR&D [other Office of Research and Development (ORD) Services such as the Cooperative Studies Program, Veterans Integrated Service Network (VISN), and other collaborative studies (e.g., collaborative multisite projects, programs, or other coordinated activities for which an investigator at the Center or REAP holds a scientific or leadership role and has received funding) that have a portion funded by VA]. These types of projects should be reported for Core Investigators only; they should not be reported for Affiliate and Associate Investigators or Trainees. This amount is included in the total funding calculation.

8. Non-VA Project Funding

This is the total amount of funding for peer-reviewed studies from a non-VA source such as National Institutes of Health (NIH), National Science Foundation (NSF), Department of Defense (DoD), National Institute on Disability and Rehabilitation Research (NIDRR), Paralyzed Veterans of America (PVA), foundations, commercial enterprises, etc. These types of projects should be reported for Core Investigators only; they should not be reported for Affiliate and Associate Investigators or Trainees. This amount is included in the total funding calculation.

9. Total Funding

This is the sum of core, RR&D merit review, other VA and non-VA projects.

10. RR&D Other (Admin) Funding

This amount includes administrative projects, supplemental lump sum distributions for Locally Initiated Projects (LIPs) or for other supplemental purposes, and any other non-merit-reviewed RR&D funding except for Office of Information & Technology (OI&T) funds. Also included are merit-reviewed studies of less than six months duration. This funding may be reported here, but also included on the Funding Table of the accompanying Microsoft Excel spreadsheet; however, it should not be included in the total funding calculation.

11. Core/Total Funding (%)
This is the proportion that core funding represents of the total funding (i.e., divide core by total funding and multiply by 100).
12. Total: Core Funding Ratio
This is the ratio of total funding to core funding (i.e., divide total by core).
13. RR&D Merit: Core Funding Ratio
This is the ratio of RR&D merit-reviewed funding to core funding (i.e., divide RR&D merit-reviewed by core).
14. Other Project (VA & Non-VA): Core Funding Ratio
This is the ratio of other VA project funding plus non-VA project funding to core funding (i.e., divide sum of other VA and Non-VA by core).
15. Performance Measures
 - a. *RR&D Funded Principal Investigators (PIs)*
This is the number of Core and Affiliate Investigators who are a PI on a currently funded RR&D merit-reviewed research project. In cases where there are PIs, each PI will only be counted once in the total PI number.
 - b. *Merit-reviewed RR&D Publications*
This is the number of publications (i.e., citations other than conference presentations and Center or REAP products) linked to any RR&D merit-reviewed research project, provided that there is a Core or Affiliate Investigator in the authors list.
 - c. *Other RR&D Publications*
This is the number of publications from non-merit-reviewed RR&D funding. It includes publications linked to core funding, LIPs, CDAs and other non-merit reviewed RR&D funding.
 - d. *RR&D Merit-reviewed Projects and Collaborations*
Total number of all RR&D merit-reviewed research projects and collaborations at the Center or REAP that are six months or longer in duration. A collaboration is a multisite project, program, or other coordinated activity for which an investigator at the Center or REAP holds a scientific or leadership role and has received funding. This number does not include the core Center or REAP award as a project.
 - e. *RR&D CDA*
This is the number of RR&D CDAs. This does not include RCS and SRCS awards.
 - f. *Other CDAs*
This is the number of career awards other than RR&D CDAs. This includes HSR&D, BLR&D and CSR&D CDAs (awardees affiliated with the Center or REAP), as well as RCS and SRCS awards, other VA awards (e.g., VISN), and non-VA awards (e.g., NIH, NSF, NIDRR, DoD, etc.). These types of awards should be reported for Core Investigators only; they should not be reported for Affiliate and Associate Investigators.

g. *Other Publications*

This is the number of non-RR&D publications. These types of publications should be reported for Core Investigators and Trainees only; they should not be reported for Affiliate and Associate Investigators. If reported for Trainees, the Trainees must be formal members of the Center or REAP, and not just attendees of a training program.

h. *Other Projects and Collaborations*

This is the number of projects and collaborations that are not RR&D merit-reviewed projects or CDAs. A collaboration is a multisite project, program or other coordinated activity for which an investigator at the Center or REAP holds a scientific or leadership role and has received funding. These types of projects should be reported for Core Investigators only; they should not be reported for Affiliate and Associate Investigators.

i. *Presentations/ Center / REAP Products*

This is the total number of conference presentations and Center or REAPS products. If the citation is linked to RR&D funding, a Core or Affiliate Investigator must be in the authors/presenters list. If the citation is linked to non-RR&D funding, a Core Investigator must be in the authors/presenters list (if a Trainee, the Trainee must be a formal member of the Center or REAP, and not just an attendee of the training program).

GLOSSARY

Core Investigator

Definition: An investigator whose primary research affiliation and commitment is within the RR&D Center or REAP (not other VA-affiliated Centers or REAPs, or other institutions such as universities or non-VA research institutions), **AND** who meets the following criteria:

1. Maintains a 5/8th or greater VA appointment (*Note: in rare cases, an investigator who is not 5/8th VA, such as an investigator on an IPA or WOC appointment, may qualify as a core investigator based on spending 5/8 or greater time within the Center or REAP as measured by Center or REAP FTEE, but must also satisfy all other criteria as specified below*); **AND**
2. Investigator activities at the Center or REAP must be focused on research that is strongly related to special emphasis area of the Center or REAP, and/or important administrative responsibilities within the Center or REAP, such as Center or REAP Director, Associate Director, Director/Mentor for postdoctoral training programs/fellowships or other VA fellowships, or Chair of Research Review Committee (*Note: being a member of a Steering, Advisory, or Research Review Committee does not qualify as a Core Investigator*); **AND**
 - a. Has current RR&D merit-reviewed funding with key role such as Investigator (including multiple PIs), Career Development Awardee (CDA and RCS) or Biostatistician; **OR**
 - b. Does not have current RR&D funding but meets one of the following criteria:
 - i. A new PhD investigator within the Center or REAP hired during either the current or previous fiscal year, and receiving a minimum of 10% salary support from Center or REAP core funds); **OR**
 - ii. A new MD or Nurse investigator with the Center or REAP hired during either the current or previous fiscal year. No salary support from core funds is required, but there needs to be a substantive relationship between a new MD or Nurse investigator and the Center or REAP); **OR**
 - iii. An established investigator who had RR&D merit-reviewed funding during the previous 18 months, measured from the end date of the last funded project (*Note: If a core investigator leaves in the middle of a fiscal year, they should still be reported as a core investigator, and their activities for the year reported*).

Core Investigator - Non-RR&D Activities

Because Core Investigators are defined as having primary affiliation and commitment to the RR&D Research Center or REAP, their research activity should be included in the Center or REAP Annual Report. Non-RR&D research projects should be reported if:

1. A Core Investigator holds a key scientific role on the project; **AND**
2. The project is integrally and obviously related to the research mission of the RR&D Center or REAP.

For non-VA projects, report only funds which are either:

1. Distributed directly to the Center or REAP; **OR**
2. Distributed to the local university but can be leveraged toward Center or REAP activities (i.e., the funds can be used to support and continue the research initiatives or administrative activities of the Center or REAP and its investigators). *Example: an RR&D Center or REAP core investigator has a non-VA project where the funds are sent directly to the university, and the project is in need of a part-time research assistant. This investigator has another project at the Center or REAPS which needs a part-time research assistant as well. The research assistant could be hired part-time on the project at the university and part-time at the VA to create a shared position. Both the university and VA benefit by this arrangement and therefore the project support would be considered funds that are leveraged. The total project funds could be reported in the Center or REAP's Annual Report as external funding.* Note: Total project funds should be reported only if the Center or REAP investigator is the PI or Co-PI per the following guidelines:
 - a. For non-RR&D VA-funded projects on which a Core Investigator is a PI or Co-PI, include the total project budget, unless the project is a multisite project. Then report only those funds distributed to your Center or REAP.
 - b. For non-RR&D VA-funded projects on which a Core Investigator has any other role, report only those funds that are distributed to your Center or REAP. Do not report projects for which no funds are distributed to your Center or REAP, such as when a Core Investigator is an MD with contributed salary.
 - c. For non-VA funded projects on which a Core Investigator is a PI or Co-PI, include only direct costs for the entire budget (includes IPA funds distributed to your Center or REAP).
 - d. For non-VA funded projects where a Core Investigator has any other role, include only that portion of the project budget that is directly distributed for their contribution and, if applicable, staff working at VA with them (includes IPA funds distributed to your Center or REAP).
 - e. If a Core Investigator is an MD whose time is donated, do not report the project if no funds were distributed to your Center or REAP.

When reporting Core Investigator citations:

1. Report all Core Investigator citations.
2. If a citation is not directly related to a funded project or career development award, link it to the Center or REAP funding number, although make a reasonable attempt to relate a citation to a project or award before resorting to the Center or REAP number.

Affiliate Investigator

Definition: An investigator who participates in research sponsored by RR&D, but does not meet full Core Investigator criteria. To demonstrate a relationship with the Center or REAP, an Affiliate Investigator must spend at least 5% of their time on Center - or REAP-related activities, **AND** meet the following criteria:

1. Has current RR&D merit-reviewed funding as supported by being listed on the project personnel list in a key role such as Investigator or Biostatistician. In this case, an individual must be included in the Annual Report as an Affiliate Investigator even if they have no other relationship with the Center or REAP; **OR**
2. Does not have current RR&D merit-reviewed funding but anticipates obtaining funding, **AND** fits one of the following criteria:
 - a. A new MD or Nurse investigator within the Center or REAP hired during either the current or previous fiscal year. No salary support from core funds is required, but there needs to be a substantive relationship between the new MD or Nurse investigator and the Center or REAP (i.e., demonstrate intent is to bring clinician into the Center or REAP as an investigator or trainee); **OR**
 - b. A new PhD investigator within the Center or REAP hired during either the current or previous fiscal year. No salary support from core funds is required, but there needs to be a substantive relationship between a new investigator and the Center or REAP (i.e., demonstrate intent is to bring researcher into the Center or REAP as an investigator or trainee).

When reporting Affiliate Investigator activities:

- 1) Even if an Affiliate Investigator leaves in the middle of a fiscal year, the individual should still be reported as an Affiliate Investigator, and their activities for the year reported.
- 2) Only RR&D funded research projects and citations directly related to them should be reported for Affiliate Investigators in the Center's or REAP's Annual Report.

Associate Investigator

Definition: An investigator who works at the Center or REAP, but does not meet the criteria for classification as a Core or Affiliate Investigator. Individuals with this classification will not be included in Matrix Report calculations, but be included in the Investigator Table.

Committee Member Only

Definition: Anyone who serves on any committee associated with your Center or REAP when that is the only connection the individual has with your Center or REAP. Individuals with this classification will not be included in Matrix Report calculations, but be included in the Investigator Table.

IRB Board Chair

Definition: Anyone who serves as an IRB board chair when that is the only connection the individual has with your Center or REAP. Individuals with this classification will not be included in Matrix Report calculations, but be included in the Investigator Table.

Preceptor

Definition: Anyone whose only relationship with your Center or REAP is as a preceptor, mentor, instructor, or advisor for the Center or REAP trainees. Individuals with this classification will not be included in Matrix Report calculations, but be included in the Investigator Table.