Principal Investigator (PI) Instructions for Completing the Quad Chart Template (with FAQ)

General Instructions:

The completion of a Quad Chart by the PI is required for each approved project and is applicable to all Services within the Office of Research and Development (ORD). Please create your Quad Chart using the PowerPoint template available on the ORD website at https://www.research.va.gov/funding/jit.cfm, but you must convert the document to PDF for upload in eRA Commons. The Quad Chart is expected to briefly inform a non-technical audience about the design and merit of the work as follows:

Header:

- Project Title: Same as the application selected for funding
- PI: Include first and last name with degrees. If the project has multiple PIs, all PIs must be listed.
- Station: Include the City, State and number (e.g., Washington, DC - 688)
- Project ID: ORD number assigned to the project in RAFT not the eRA number. If you do not have that number, contact your scientific program manager.
- eRA Number: Include the IC and Serial Number of the application selected for funding (e.g., BX001234)

Quadrants 1 & 2: Project Description and Project Benefits and Innovations

- Enter approved award amount
- Enter start and end date for award

Please provide a succinct, bulleted summary of project aims, scientific innovations, and benefits to Veterans. Please use font **Arial, font size 11**. Reduce the amount of text, not the size of the font, if you do not have enough space. Please ensure that the language is suitable for members of the general public, rather than for researchers or other professionals; it should be in clear, plain English that a typical senior high school student can understand. The use of jargon and abbreviations should be avoided, and any technical terms that are included must be explained.

Quadrant 3: Graphic Representation of the Most Significant Scientific Problem or Approach

The graphic representation can be a chart, graph, or other image that illustrates the problem, approach, pathways, or relevant data. *Please make sure that no Personal Identifiable Information or image (such as the face of a human subject) is included unless permission to do so has been secured in accordance with VHA Handbook 1605.10 (and a completed Form 10-5345 has been obtained).*

- To insert an image from a file, first delete the text contained in quadrant 3 in the Quad Chart template provided. Next, click on the “Insert” tab (PowerPoint 2010), click on “Picture,” navigate to the desired image file, select the image file, and then click “Insert.” Make sure the image fits within this quadrant by clicking on and dragging the handles at each corner. Hold down “Shift” when dragging to maintain the original shape while resizing, if needed.

- To use an image from another program, either a) export the image as a JPEG and use the directions above, b) copy and paste the image (e.g., from a browser), or c) do a screen capture and crop the image as needed (for PowerPoint 2010 click on Picture Tools, then “Format,” “Crop,” and use the handles to remove unwanted portions of the image. Next, click anywhere off the image to see it, and use the resizing handles at the any of the four corners, if necessary).

- To embed a movie file (no larger than approximately 23 Mb to ensure a total file size of no more than 25 Mb), you must use PowerPoint 2010 or a later version and use the 2010 or later file format (“Save as type” = “PowerPoint presentation”). Have a copy of the movie file on your hard drive (mp4, mov, qt, swf, asf, avi, mpg, mpeg, or wmv formats), click on the “Insert” tab, then chose “Video,” then “Video From file,” then navigate to the folder containing the movie file, click on the file, then click on “Insert.” Move the image representing the movie to Quadrant 3 and use the corner handles to resize as needed to fit. To make sure the movie will play, click the “Slide Show” ribbon, and then click “From Beginning.” When selected, the movie should play, including audio.

Quadrant 4: Timelines

Please ensure that the timelines and the tasks provided address the aims described in the first quadrant. List specific tasks/activities (not Aim 1, Aim 2…) in each Project year – this is similar to your Gantt Chart in your application. If the project is less than 2 years, please list by quarter.

When filling out the Timeline table, please identify timelines for the tasks described in the first quadrant by typing “XXXX” in the table cells, or by using a shaded rectangle shape ( ) to illustrate the duration of each task (Ctrl-D to duplicate the rectangle after clicking on it; use corner handles to resize). Be sure to delete any rows or columns that are not needed.

For HELP, e-mail your questions to:

BL/CSR&D JIT Manager: vhacoblcsrdjit@va.gov

HSR&D JIT Manager: vhacohsrdjit@va.gov

RR&D JIT Manager: rrdreviews@va.gov

Frequently Asked Questions (FAQ):

1. Do Quadrants 1 and 2 have any word count or character limits on length of the text for each of these quadrants?
   Response: There is no word count limit, but the font must be Arial 11-point font. The PI can use as many words as can fit in the box, but it is important to remember that the

intent is a brief summary. Also, the line spacing should not be manipulated to accommodate more words in the box.

2. Does the graphic representation for Quadrant 3 need to be at the same non-technical, high school level as the text in Quadrants 1 and 2?
   Response: No. The graphic can be as technical as the PI wishes.

3. Is Arial 11-point font required for Quadrant 3? Many PIs have study design figures that were created for their grant applicant that were not generated using Arial 11-point font.
   Response: Arial 11-point font is *preferred*, but not required for Quadrant 3. The use of a different font in the figure is acceptable as long as the text is legible when the slide is printed on an 8.5” x 11” sheet of paper in landscape orientation.

4. If the graphic representation contains acronyms, should they be defined in a legend? If so, should this legend be part of the picture file?
   Response: Yes. The use of any acronyms should be defined in the quadrant, either in text across the bottom of the image, or in open space in the image, if applicable. The addition of a text box with Arial 11-point font could also be used as an alternative approach if adding text to the image is problematic.

5. Some PIs are particular about the use of “X”s in their timelines for years in which the timeline covers only part of the year. Is there any way to show this, or should the entire year “cell” be colored or “X”, even if the aim is being performed in only part of the year?
   Response: Any reasonable approach can be taken. Several possible solutions:
   a. The PI could use one “X” per quarter (i.e. 4 “X”s per year) to provide more detail.
   b. If even more detail is desired, the PI can dimension a box in each aim to cover the exact proportion of the year(s) involved with a given aim. To do this, copy the maroon box at the top of the quadrant and stretch it to the desired length in the row for each Aim.

6. What color font should be used for text?
   Response: Black.

7. For the award number, do you want just the character string starting with “BX,” “CX,” “HX,” or “RX”?
   Response: Yes. Do not enter any characters to the left of “BX,” “CX,” “HX,” or “RX.”

8. Regarding starting and ending dates, should the proposed dates listed in the application be used?
   Response: Yes. Because this form is submitted as part of the JIT process, the actual dates may not be known at the time this form is uploaded into JIT. The PI is NOT

expected to submit a revised form in the future to replace the proposed dates with the actual dates.

9. We can't get rid of the text in Quadrant 3, which shows in the slide because the image does not fully cover the quadrant. What should we do?
   Response: In version 1 of the form, the instructional text in Quadrant 3 was placed on the slide master, and can be removed there, if desired. In version 2, the text is now on the slide, so it can easily be deleted.

10. What is the purpose of this form?
    Response: It will be used by ORD as a summary of funded projects for a wide variety of portfolio management, reporting, and station research summary purposes.