VA HSR&D

Quad Chart Instructions

PURPOSE

Quad Charts representing HSR&D Projects and Career Awards provide HSR&D and ORD with a concise, informative description of the research progress and activities for each funded project or award. ORD requires that all funded PIs and Career Awardees prepare and submit a one-page quad chart on their respective projects or awards. Quad charts present a brief snapshot of your study across four quadrants of a single PowerPoint slide (see PowerPoint templates). Quad charts will be shared in briefing books presented for review and discussion by ORD/VHA leadership, as well as for use in cross-agency reviews.

For HSR&D, Quad Charts need to be submitted to the JIT system prior to funding and to the ART Website (http://art.puget-sound.med.va.gov) at the time the Final Report is due.

PROCEDURE

A. General Instructions
- Please make one PowerPoint slide that succinctly describes your project or award.
- The Quad Chart is expected to briefly inform a non-technical audience about the design and merit of the work.
- You are limited to one slide; do not add any additional slides.
- Use 11 point Arial font (template default). If you do not have enough space, reduce the amount of text, not the size of the font.
- Slide 1 of the PowerPoint attachment is your template. Add your project or award information to Slide 1 according to the instructions below.
- Slide 2 of the PowerPoint attachment is an example of a completed Quad Chart to help you complete the task. Slide 2 should be deleted before uploading the file to JIT or ART.
- For the **Final Quad Chart**, start with the file already in the ART system. From the Chart tab, click the View Chart button, then select Open and save the file locally. Click the Slide Master option and change the label for quadrant 4 (lower right) from "Timeline" to "Key Study Findings". Close the Master View. Do not use files previously saved outside of the ART system as uploading the file may overwrite changes made by Central Office.

B. Content

Header: Project Information
- Enter Project or Award Title
- Enter PI or Awardee Name in the format: First, Last, and Degree(s)
- Enter Station information: VAMC name, City, State
- Enter Award #: Use the eRA award number (this should be found on your funding letter from HSR&D). If your project or award does not have an eRA number, use the assigned service number.

Quadrant 1: Project Description (Upper Left)
- Enter total $ award amount requested. Include funds for all study sites.

- Enter both start and end dates of award in month/day/year format. If the project or award has not started, enter anticipated start date.
- Enter the Key Research Aims with a very brief description of each project aim (if needed).
- Provide a summary description of the design, noting the population, intervention and comparators, and primary outcome measure, as applicable.
- The information should be written for members of the general public, rather than for researchers or professionals.

Quadrant 2: Project Benefits and Innovations (Lower Left)
- List the major (potential) scientific innovations of the project or award in the upper section.
- List the anticipated benefits to Veterans in the lower section.

Quadrant 3: Figure (Upper Right)
   a. **For <u>Approved, Not Yet Funded</u> Studies or Awards**
   - Insert a figure that illustrates the problem, mechanistic pathway or conceptual model, study approach, or graph or table of relevant data.
     - Decrease the figure resolution if needed to keep total file size below 2Mb, but please be sure it is readable.
     - Add a figure caption in 11 point font, if needed.
   - Delete the gray text before you insert your figure.
   - 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).
   b. **For <u>Completed</u> Studies or Awards**
   - The figure in this section may be appropriately changed to provide needed contextual information to support the findings presented, if necessary.

Quadrant 4: Timeline or Key Study Findings (Lower Right)
   a. **For <u>Approved, Not Yet Funded</u> Studies or Awards – Timeline**
   - Insert a simplified study timeline using a Gantt chart.
     - Left Column: Enter the major project tasks. You may list one or more tasks per aim. List only a few tasks and keep them short so the table will fit in the box and be readable.
     - Row Headings: Enter the fiscal years the study will be active. For example, change 20xx to 2015, 2016, etc.
     - In the fiscal year the task was/will be accomplished, shade the box red.
     - Delete any unused rows and columns and resize the table.
     - Delete the gray text.
   b. **For <u>Completed</u> Studies or Awards – Key Findings**
   - This section is for a bulleted list highlighting key study findings.
   - To change the quadrant header from Timeline to Key Findings, follow the steps in the general instructions section.

C. Submit the Quad Chart File
   1. Delete slide 2 (template example).
   2. Save the file with your last name and study number (e.g. Jones_IIR 15-XXX.pptx).
   3. Submit as follows:
      a. For approved, not yet funded studies, upload the file to the JIT system.
      b. For final quad chart submission:

- Go to the ART Website, a VA Intranet site: http://art.puget-sound.med.va.gov/ChooseAbstract.cfm. Note: To access, you must be on the VA network and using Microsoft Internet Explorer.
- Select either Final Report or Career Award as appropriate from the menu on the left.
- Then select the project or award from the drop-down list.
- Choose the Chart tab.
- Select the Upload Document button and browse to the file. Select the PowerPoint file and choose open. Then select the Upload Now button.

Revised: 1/28/2016