Instructions to Fill Out the Quad Chart Template (with FAQ)

General Instructions:

BL/CS RD Services require all funded projects to complete a Quad Chart (similar to the Quad Chart used by Department of Defense) to track VA funded projects.

Quadrant 1 & 2:
Please provide a succinct, bulleted summary of project aims, scientific innovations, and benefits to veterans. Please use font **Arial, font size 11**. The information should be written for members of the public rather than researchers or professionals. Your responses must be suitable for a senior high school student to understand and should be written in clear, plain English. Avoid the use of jargon and abbreviations, and explain any technical terms that have been included.

Quadrant 3:
The graphic representation can be an illustration of the problem, your approach, pathways, graphics, video or any relevant data. <u>Do not include any Personal Identifiable Information nor an image such as the face of a human subject, unless you have a signed photo waiver allowing such use).</u>

- To insert an image from a file, click on the "Insert" ribbon (PowerPoint 2010), then click "Picture", then navigate to the file, click it, then click "Insert." Make the image fits within this quadrant by 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 (eg from a browser), or c) do a screen capture and crop the image as needed (for PowerPoint 2010 click on Picture Tools "Format", "Crop", then use the handles to remove unwanted portions of the image, then click anywhere off the image to see and use the resizing handles at the any of the four corners).
- To embed a movie file (no larger than about 23 Mb for a <u>total file size of no more than 25 Mb</u>), you must use <u>PowerPoint 2010</u> or a later version <u>and use the 2010 or later file format</u> ("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), then click on the "Insert" ribbon, then chose "Video", then "Video <u>F</u>rom file", then navigate to the folder with the movie file, then 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, then click "From Beginning"; when the movie box is clicked, the movie should play, including audio.

Quadrant 4:

When filling out the Timeline table, please identify timelines for the aims described in the first quadrant. Type "XXXX" in the table cells or use the rectangle shape to illustrate each aim duration (Ctrl-D to duplicate the rectangle after clicking on it; use corner handles to resize).

For HELP, e-mail your questions to: vhacoblcsrdjit@va.gov

Frequently Asked Questions (FAQ):

1. Do Quadrants 1 and 2 have any word count or character limits on length of material that addresses these topics?

   Response. There is no word count limit, but the font should be Arial 11- 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. We also ask that the line spacing not be manipulated to stuff more words in the box.

2. Must the graphic representation for Quadrant 3 be at the same non-technical, high school level as for Quadrants 1 and 2?

   Response. The graphic can be as technical as the PI wishes.

3. Must Arial 11 be used for Quadrant 3? Many of PIs have figures of their study design that were created for their grant applicant, but few might have been done in Arial 11.

   Response. The font in the figure is fine as long as the text is legible when the slide is printed on an 8.5" x 11" sheet of paper in landscape.

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 acronyms should be defined in the quadrant- either in text across the bottom of the image, or in some open space in the image, if there is any. A text box using Arial 11 font could be used in either approach over the image if adding the text to the image and resaving the image is problematic.

5. Some PIs are picky about 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 certainly use one "X" per quarter (4 "X"s per year) to provide more detail. For instance, full years would have four "X's, and if only a single quarter or two is involved in the first part of the year, those "X"s could be left justified in that cell to show that they represent the first part of the year. Likewise "X"s could be right justified to indicate later quarters, including a single "X" for the last quarter in a year.

   b. If even more detail is wanted, the PI can dimension a box in each aim to cover the exact proportion of the year(s) that aim is involved. To do this, copy the maroon box at the top of the quadrant and stretch it to the right length in the row for each Aim.

6. What color font should be used for text provided on the form by the PI?

Response. Black.

7. For the award number, do you want just the character string starting with "BX" or "CX"?

> *Response*. Yes. Do not enter any characters to the left of "BX" or "CX".

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 handy summary of funded projects for a wide variety of portfolio management, reporting, and station research summary purposes.