

## VICTR Resource Request Check List

### Actions

- Attend a [VICTR Clinic](#) or other training session for general information and to get help with your application
- Contact your department administrator to be assigned an eRA Commons username if you do not have one. If you are unsure of your department administrator or if you are a medical student, please contact [VICTR.Resource.Request@vumc.org](mailto:VICTR.Resource.Request@vumc.org).
- Review the [Funding Guidelines](#) and [Resources](#) to ensure VICTR can provide the support your project requires

### **Actions below are IF APPLICABLE:**

- Apply for [IRB](#) approval (do not have to be approved before applying to VICTR)
- All human studies should create an [eSMART Project](#) with a related billing grid or billing grid exemption.
- Obtain quotes (list of resources requiring quotes below)
- Attend a [Biostatistics Clinic](#) if requesting biostatistical support
- Speak with [Heidi Silver](#) if your protocol includes special diet restrictions and you are requesting meals or diet development

### Documents

- Research Proposal based on [VICTR template](#) (not required if request is  $\leq$  \$2000, Industry Sponsored, or to support federally funded aims)
- [Biosketch](#) for PI and co-investigators
- Inclusion/Exclusion Criteria and Schedule of Events if study is clinical
- Quotes
  - VUMC/VU or Meharry Core services: Contact [C.O.R.E](#) manager
  - Investigational Drug Service
  - Equipment
  - Research supplies above \$1,000. For questions, contact [VICTR.Resource.Request@vumc.org](mailto:VICTR.Resource.Request@vumc.org).

Federal grant associated with this study

- Associated grant protocol, budget, and budget justification

Requesting biostatistical support, 90 hours (\$5,000)

- Research Proposal based on [VICTR template](#)
- Biostatistical Support clinic notes or email dialog including estimate of time and name of biostatistician

Pre-doctoral or a trainee

- Letter of support from mentor
- Letter from department administrator detailing specific financial support if PI is seeking trainee, fellowship or career development award. Letter of Available Funds for Trainee should highlight the following areas:
  1. Mentor resources available for trainee (e.g. non-monetary, such as space, computers, etc.)
  2. Department resources available for trainee (e.g. trainee start-up package)
  3. Institutional resources available for trainee (e.g. VPSD, internal institutional career development and other internal pilot or funding resources)
  4. Other sponsored funding available to trainee (e.g. external awards) The above list should include financial details of amount of funds available, source of funds, and project/budget periods. We recognize the sensitive nature of this request. These items will be confidential and are available only for Dr. Gordon Bernard's review under the auspice of overlap in funding with the CTSA.