

**VA Mental Health Education Expansion Initiative,  
Phase VII for Academic Year 2020-21  
MFTs and LPMHCs**

**Request for Proposals**

**I. PURPOSE**

The Office of Academic Affiliations (OAA, 10X1), in collaboration with Veterans Health Administration (VHA) Office of Mental Health and Suicide Prevention (OMHSP) solicits proposals to expand opportunities in Department of Veterans Affairs (VA) behavioral and mental health (MH) clinical educational programs. Such expansion is intended to increase expertise in critical areas of need; expand the recruitment pipeline of well-trained, highly qualified healthcare providers in behavioral and MH professions; and promote interprofessional collaboration in an integrated care environment

Proposals will be considered for two MH professions for pre- master's internships: Licensed Professional Mental Health Counseling (LPMHC), and Marriage and Family Therapy (MFT). Selected training programs will be funded for 500 hours per trainee per academic year. Profession-specific requirements are outlined in Appendix A. Since MH psychiatry residency and nursing positions are being awarded through independent RFPs and six other associated health professions have been awarded stipends from Phases I – VI of VA's Mental Health Education Expansion, we strongly encourage sites to describe how the training of these professions will be integrated into interprofessional training requested through this solicitation.

**Eligible Sites and Emphasis Areas:**

OAA, in collaboration with OMHSP, encourages both the expansion of VHA's core mental health training opportunities and incorporation of specialized or innovative clinical program content areas into the core settings that align with VHA's MH current strategic goals to assist Veterans in improving their health and well-being. To broaden the opportunities for expansion, sites may request MFT and LPMHC positions in the following expansion classifications (See Appendix A for profession-specific requirements):

- New VA clinical educational programs meeting all RFP criteria (establishing a LPMHC and/or MFT internship program at a facility that has not previously hosted a funded internship).
- Expansion of existing funded LPMHC and MFT educational programs meeting all RFP criteria.

**Points for proposals from facilities serving rural Veteran populations:** As VHA is challenged by access issues, particularly at facilities serving rural Veteran populations, points will be awarded to proposals based on the proportion of enrolled Veterans who reside in rural or highly rural zip code areas, using facility-specific patient census data. Additional points will be awarded for programs incorporating specific training in working with rural health populations (e.g., telehealth, home-based primary care, etc.).

**Points for programs that focus upon and/or include suicide prevention:** The VA has recognized that Veterans are at an increased risk for suicide and has implemented a national

suicide prevention strategy to address this problem. This includes multiple processes and strategies designed to better identify and treat Veterans in emotional crisis as well as those Veterans who are not currently in crisis in hopes of preventing suicide. The VA program for suicide prevention is based on a public health approach which is ongoing, utilizing universal, selective, indicated strategies while recognizing that suicide prevention requires ready access to high quality MH services, supplemented by programs that address the risk for suicide directly. To support this effort, VA needs to continue to develop a group of well-trained MH clinicians who can tackle this problem. Thus, points will be awarded to proposals that enable exposure to suicide prevention programs and other programs that identify and treat Veterans in emotional crisis.

## II. BACKGROUND

OAA, with the concurrence of the Under Secretary for Health, has made a commitment to a five-year expansion of approximately 1,200 clinical training positions in mental health. This Phase VII RFP extends this initiative further. Subsequent phases may be available if budget and VA priorities align with the initiative. This initiative reflects the convergence of several trends and commitments within VHA. Specifically, this initiative is a response to the current efforts to enhance access to mental and behavioral health services for Veterans and to promote ongoing efforts to transform VA's primary and mental health care delivery systems. It is also specifically intended to support VHA's commitment to expansion of its MH workforce. OAA recognizes the need to expand positions in pipeline programs to address pressing needs and practitioner shortages in mental health-related professions.

Since 2004, VA has re-emphasized its commitment to meeting mental and behavioral, as well as Veterans' physical health needs. The agency formally adopted VHA Handbook 1160.01, *Uniform Mental Health Services in 2009* which was amended in November 2015. The Uniform Services Handbook provides guidance to all VA facilities detailing what mental and behavioral health services must be available for all Veterans.

## III. FOCUS AND SCOPE

The addition of MFTs and LPMHCs to the VA MH workforce has expanded VA facilities' staffing options and enabled VA to better meet the needs of a Veteran population increasingly in need of MH care services. As VA's demand for MH professionals grows, we expect that VA will continue to successfully recruit MFTs and LPMHCs into its MH workforce. Because MFTs and LPMHCs are still a relatively new profession within VA and decisions to hire into this occupation are made at a local level, the pace of hiring varies from site to site. To promote continued increases in the number of MFTs and LPMHCs hired throughout the country, VHA is encouraging sites to create clinical training opportunities in these two professions. Training clinicians helps with hiring by providing a pipeline of highly qualified potential staff.

**Funding for facilities awarded positions will be provided by OAA and is expected to recur in subsequent years, assuming the program demonstrates evidence of educational quality.** Any site awarded LPMHC and/or MFT positions from Phase IV-VI of VA's Mental Health Education Expansion, does not need to re-compete for those allocations unless applying to expand those two programs.

**Important Notes (please refer to Appendix A for detailed requirements for each profession):**

- VA sites are encouraged to think creatively and innovatively about the provision of mental/behavioral health services and may submit non-traditional proposals that meet the anticipated staffing needs for future MH care.
- All training programs in LPMHC and MFT must be accredited (CACREP for LPMHCs and COAMFTE for MFTs). LPMHC and MFT Internships are accredited in the name of the graduate program of the academic affiliate, rather than accredited in the name of the VAMC for a VA-sponsored program.
- Requests must list the desired number of funded positions for each profession (refer to Cover Page Template in Appendix C).
- Funding will not be provided for other purposes, such as infrastructure, faculty development, or travel support. These are the responsibilities of the local facility, using existing Veterans Equitable Resource Allocation (VERA) Education Support Supplement dollars designated for training (facilities receive approximately \$40K for each 2080-hour AHE funded position; prorated for hourly positions).

**One comprehensive proposal per facility Designated Education Officer (DEO):** As described in the application instructions in Appendix B, each facility is limited to one proposal with all requested professions included. Although we recognize that a health care system may have multiple divisions, proposals must be coordinated through the facility DEO, who is the OAA liaison. Health care systems with multiple divisions that have different DEOs at each campus may submit no more than one application per DEO.

#### **IV. REVIEW PROCESS**

**A. Review Committee:** An ad hoc, interprofessional peer review committee designated by the Chief Academic Affiliations Officer (CAAO), Dr. Marjorie Bowman, will assess the merits of applications. Reviewers will have demonstrated expertise and leadership in education and patient care. The CAAO may, at her discretion, create subsets of applications for special review according to considerations such as rurality, site complexity, and other needs consistent with VA goals and missions.

**B. Review Criteria:** Applications will be scored according to these criteria:

- |   | <u>Points</u> |
|---|---------------|
| 1. Demonstrated commitment from the local VA facility and VISN, including executive and program management levels, to patient-centered care and the requirements of this Program Announcement, by guaranteeing a minimum of 30% protected time for program training directors, and 10% for each clinical supervisor. In addition, for new programs, demonstrated commitment from academic affiliates to support establishment of the proposed training program. | <b>25</b>     |
| 2. Strength of the interprofessional team functioning in the programs for which interprofessional programs are requested, including evidence of high-functioning care teams and evidence of thoughtful strategies to integrate trainees in these interprofessional endeavors.   | <b>10</b>     |

3. Incorporation of innovative emphasis areas consistent with VHA' s MH strategic goals. **15**
4. Special consideration for facilities that have not previously hosted clinical education programs in these disciplines **25**
5. Special consideration for facilities that expose trainees to work with suicide prevention and other crisis management programs. **10**
6. To promote proposals for training in rural health settings, points will be awarded (up to 15) based upon the proportion of patients residing in a rural or highly rural zip code area. Up to five additional points will be awarded for programs incorporating specific training in working with rural health populations. This may include telehealth, home-based primary care, or other innovative special programs focusing on rural health. **15**

## V. SCHEDULE

<b>May 17, 2019</b>	OAA sends Program Announcement to eligible facilities, VISNs, and appropriate Central Office officials. Program Announcement published on OAA website.
<b>June 13, 2019</b>	Non-binding letter of intent (LOI) due to OAA, via an ONLINE submission process, uploaded by the Designated Education Officer.
<b>July 17, 2019</b>	Full Proposals from eligible facilities due in OAA via an ONLINE submission process, uploaded by the Designated Education Officer. Of note, full proposals will only be accepted from facilities that have submitted a LOI.
<b>September 27, 2019</b>	OAA's target date for the notification to facilities about the approval/disapproval of proposals. This date is subject to change.
<b>July – September 2020</b>	Trainees begin according to respective academic cycles.

## VI. OAA POINTS OF CONTACT

- A. General information:** Please contact Jeff Bates, PhD at [Jeffrey.Bates@va.gov](mailto:Jeffrey.Bates@va.gov) or the Associated Health Education team at [assoc.health@va.gov](mailto:assoc.health@va.gov).
- B. Technical information:** For information regarding the online submission process, e-mail the OAA Data Management Team at [oaadmc@va.gov](mailto:oaadmc@va.gov) or contact David Bernett at (803) 667-4100, [David.Bernett@va.gov](mailto:David.Bernett@va.gov).

**Appendix A - PROFESSION-SPECIFIC EXPANSION CRITERIA**

**Licensed Professional Mental Health Counseling (LPMHC) and Marriage and Family Therapy (MFT): Pre-Master's Internship Programs: 500 hours funded**

<b>Required Elements</b>	<b>New LPMHC or MFT Pre-Degree Internship Programs</b>	<b>Additional LPMHC or MFT Pre-Degree Internship Positions</b>
Must have sufficient infrastructure to support new or expanded training	<b>Yes</b>	<b>Yes</b>
LPMHC interns must have completed their clinical practicum and MFT interns must be in their second-year field placement to receive a stipend.	<b>Yes</b>	<b>Yes</b>
Maximum of three position requests (new programs only)	<b>Yes</b>	<b>No</b>
Maximum of two new position requests (existing programs only)	<b>No</b>	<b>Yes</b>
Letter of support from a graduate LPMHC program accredited by CACREP is required LOS from a graduate MFT program accredited by COAMFTE is required	<b>Yes</b>	<b>No, unless expansion is with a new affiliate</b>
Minimum of two full-time credentialed VA staff available on-site who are hired into the occupational series of the proposed training program or expansion for provision of supervisory support, professional role modeling, and administrative functions. Note: Individuals who may be licensed but are not working in the specific occupational series must not serve as primary supervisors or training director but may provide supplemental supervision/mentoring. Individuals must be able to provide supervision as per their licensure. For MFTs, at least one of the supervisors must be an AAMFT approved supervisor or an AAMFT approved supervisor candidate. For MFTs, it is acceptable that the second supervisor be a faculty member at the affiliated COAMFTE-accredited academic program, but the supervisor must have a WOC appointment at the VA facility and be available a minimum of one-half day per week on-site at the VA. Supervisors must be named in the proposal.	<b>Yes</b>	<b>Yes</b>
Proposal should note the relevant state licensing requirements and the supervisors' credentials	<b>Yes</b>	<b>Yes</b>
If any of the internship positions are not filled in subsequent years, OAA has the authority to reallocate the stipend(s) to another profession or facility	<b>Yes</b>	<b>Yes</b>

## Appendix B - APPLICATION INSTRUCTIONS

**A. Deadlines.** There are two key deadlines for this initiative:

1. **June 13, 2019.** A non-binding Letter of Intent (LOI), is due to OAA no later than 11:59 pm Eastern Daylight Time (EDT) on Thursday, June 13, 2019. These letters are to allow OAA to project the demand for expansion positions and to allow us to plan for the review panels that will be needed to review these proposals.
2. **July 17, 2019.** The full proposal is due to OAA no later than 11:59 pm EDT on Wednesday, July 17, 2019.

### **B. Letter of Intent Instructions**

LOIs, not to exceed two pages, plus an additional page with a completed cover page template (copy Appendix C), must be submitted by the medical center or health care system's DEO rather than by individual service lines within the medical center. Each DEO is limited to one LOI submission for each facility or health care system. LOIs are non-binding, meaning that submitting an LOI does not compel the facility to submit a complete proposal.

All LOIs must be submitted through the following OAA portal:  
<http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=67>

LOIs are **due no later than 11:59 pm EDT on June 13, 2019 and must be uploaded to the OAA password protected web portal.** Letters should be addressed to the Chief Academic Affiliations Officer, Dr. Marjorie Bowman (10X1) and **must include a completed cover page template** (copy and complete Appendix C).

The individual from the facility education office, or a designee assigned by the DEO, submitting the LOI must register upon the first use of this portal. As the full proposal will be posted on the same portal, "LOI" should be identified in the document title to distinguish between the LOI and final proposal submissions. After the LOI is submitted and "complete" is selected, an automatically-generated confirmation e-mail will be forwarded both to the submitter and to OAA staff. **Faxed, mailed, or e-mailed LOIs will NOT be accepted.**

**LOIs should be from the DEO (or designee) and should contain the following information** (OAA recognizes that some of this information may evolve or change with the development of a full proposal):

- Name, credentials, and contact information for the person responsible for proposed program (Cover page template in Appendix C **must be included in LOI**). Each facility or health care system's DEO is limited to submitting one proposal.
- Identify whether each proposed program is new or an expansion of an existing program (included in Cover Page Template).
- Indicate the number of trainees in each profession being requested (included in Cover Page Template). Note that a facility may be awarded fewer positions than initially requested in the LOI and/or proposal based on reviewer feedback or budget limitations.

### C. Notification of Decisions (**NEW REQUIREMENT DUE AT TIME OF LOI SUBMISSION**)

After the DEO or designee registers to the portal, it is important that they select the “**Award Notification List**” link (in blue) on the left side of the portal menu. This allows the submitter to enter the email addresses of all individuals who should be notified of the proposal review result. The email entry screen is linked to the VA Global Address List. This allows entering the name of a VA employee to be notified in the search box, and the individual’s email will be displayed. Select the correct name and then click the blue button “add to list below” to move an e-mail to the notification list at the bottom of the screen. Non-VA e-mail addresses may be added directly at the bottom of the page, and only one address can be included per line. **Only those e-mail addresses listed in the portal will be notified when the final award results are released. At minimum, the following individuals must be included in the list:**

- Medical Center Director
- Designated Education Officer
- Each program’s proposed Director of Training
- VISN Mental Health Lead
- Facility Chief of Mental Health
- Vet Center Team Leader (only if Vet Center rotations are included)

### D. Proposal Instructions

Proposals must be submitted by the medical center or health care system’s DEO (or designee) rather than by the individual service line within the medical center. Each DEO is limited to one narrative submission single spaced, with 12-point Arial or Calibri font. The core narrative must not exceed five pages. Full proposals, including letters of support and supplemental materials may not exceed **20 pages**. Please refer to the maximum core narrative page limits below.

Proposals are due **no later than 11:59 pm EDT on Wednesday, July 17, 2019**, and must be uploaded through the OAA Portal

<http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=67> with **three separate documents:**

- Document 1 - Core Narrative
- Document 2 - Letters of Support (all letters combined)
- Document 3 - Supplemental Materials (optional)

The submission portal will only allow four documents to be uploaded, including the LOI (which must include the cover page template). All final application materials may not exceed 20 pages total. Any pages more than 20 will not be read or reviewed. The three final documents must be submitted through the aforementioned OAA Portal where LOIs were uploaded. **Only facilities that submitted a non-binding LOI may complete a full application.**

**Core Narrative** (not to exceed five pages) must include these elements:

- Number of new positions requested and for which profession (LPMHC or MFT)
- Identify if the educational program is new or an expansion of an existing program
- Identify any innovative content area/rotations

- Name, position, and contact information for the person responsible for the educational program being proposed
- Identified faculty and supervisors, with credentials and qualifications briefly described
- VA training sites/settings (e.g., specific clinics, CBOCs, Vet Centers or other venues to which trainees will be assigned for rotations), with brief descriptions of each site/setting
  - Describe how training sites will be committed to patient-centered, team-based delivery models for providing clinical services to Veterans
  - Identify the relevant evidence-based mental and behavioral health care practices in these training sites
  - Describe how the training venues will have appropriate, on-site supervision and role models for trainees of all involved professions

**Letters of Support** must provide assurance of local facility and VISN support. Medical Center and VISN leadership must have a demonstrated commitment to health professions education, behavioral and MH care, and patient-centered practice models. **We are requiring a total of two letters be submitted with two others necessary for only some programs: (1) a letter signed jointly by the Medical Center Director, Designated Education Officer, and the VA Training Program Director (required), (2) a letter from the VISN Director (required), (3) a letter from the graduate program affiliate (for new programs or new affiliates only), and (4) the Vet Center Team Lead (if Vet Center rotations are proposed). The required elements of support for each of the individuals contributing to the letters are described below. Submissions missing any letter of support will be considered incomplete and will not be reviewed.**

#### **1. Medical Center Director**

- Indicate support for requested positions/education programs
- Describe any resource support that would be provided to enhance the educational infrastructure in general (e.g., use of VERA educational funds)
- Comment on the facility's clinical and educational environment
- Address the facility's commitment to the educational process
- **Identify the percentage of release time authorized for the LPMHC or MFT training director, which must be a minimum of 30%.** It is estimated that at minimum, 30% of the training director's time will need to be devoted to this program and initial development may take substantially more time (up to 50% to develop education policies, didactics, etc.)
- Comment on sufficient release time for the program training directors, mentors, and supervisors to be fully engaged in the educational mission and process. Similarly, sufficient release time must be identified for supporting educational and administrative activities, including curriculum development
- Note: **Facility directors must identify the percentage of release time authorized for the LPMHC or MFT training director, which must be a minimum of 30%**

#### **2. Facility Designated Education Officer (DEO) or Associate Chief of Staff for Education**

- Provide a personal statement of commitment to the proposal and to associated health education
- Detail your vision for educational enhancement at the VA

- Briefly describe your individual achievements and initiatives at the facility and/or VISN levels in the field of education
  - Acknowledge that at least annual reporting to OAA on fill rates and any reasons not filled for mental health expansion positions will be required
- 3. VA Training Director**
- Describe the Service or Section support available for the requested positions
  - Describe the clinical experience, including any unique aspects of your program
- 4. VISN Director** (only one letter from the VISN for each facility is required)
- Must be from the VISN Director or Acting/Interim VISN Director rather than the VISN MH Lead
  - Describe the relevance of the facility proposal to the VISN's educational and clinical missions
  - Specify the rationale for additional positions (VISN perspective)
  - Specify the facility's ability to train and employ LPMHCs and MFTs
  - Indicate the VISN-level resource support for additional positions
- 5. Graduate LPMHC and MFT accredited master's program Training Director (for new programs/affiliates only)**
- Indicate a desire to affiliate with VA and evidence of departmental support
  - State the current CACREP or COAMFTE accreditation status
  - Attest to the current accreditation cycle length
- 6. Vet Center Team Leader (only if Vet Center rotations are being proposed)**
- Indicate a desire to establish an MOU with the VAMC (using national template)
  - State the number of Vet Center supervisors available and boarded in the profession requesting trainee rotations

**Supplemental materials (optional).** Supplemental materials, such as brief biographical sketches for the program training directors and didactic schedules, may be added as desired, but the total number of pages in the proposal must not exceed 20 pages.

## **E. Submission of Proposals**

- 1. Preparation of Applications.** The VA Designated Education Officer (DEO), ACOS/Education, or equivalent should be the focal point for coordination and submission of the LOI and full proposals.
  - a. File formats.** Word, Excel, PDF, or TIF files formats may be used. Letters must include a signature (electronic signature recommended). Three separate documents: **1. Core Narrative, 2. Letters of Support (all letters combined), and 3. Supplemental Materials (optional)** should be uploaded with all necessary materials included in one of these three files. The submission portal will only allow four total documents to be uploaded, including the LOI.
  - b. Font and margin sizes.** Font size must be 12-point Arial or Calibri for narrative portions. Margins must be at least one inch all around (excluding headers and footers).

**2. Online Submission Instructions:**

Applicants will submit the Core Narrative, Letters of Support, and supplemental materials using the OAA Support Center web portal where the LOIs were initially uploaded. Proposals are to be submitted through the following site:

<http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=67> The individual from the education office who submitted the LOI will have registered upon the first use of this portal and should also submit the full proposal. **Only sites that submitted a non-binding LOI may complete full applications.**

- a. **The application will be uploaded as two or three files**, depending on whether supplemental materials are submitted, up to a potential total of 4 documents (including LOI previously submitted).
- b. Applications may be changed or modified up to the closing date for applications. Only authorized individuals may upload files or other information into the application database.
- c. After materials are submitted, a confirmation e-mail will be sent identifying all files that were uploaded successfully.
- d. Only e-mail addresses listed in the portal will be notified when award results are released (see details in Appendix B, Section C.).
- e. **Faxed, mailed, or e-mailed applications will NOT be accepted/reviewed.**
- f. Please see Application Submission Check List in Appendix D for submission requirements. Letters must include a signature (they must be a scanned copy of an original, signed document or electronically signed).

**APPENDIX C: COVER PAGE TEMPLATE**

Facility Name: \_\_\_\_\_ VISN: \_\_\_\_\_  
 Does this facility/healthcare system have multiple campuses  Yes  No  
 If yes, name the individual campuses that will be applying for programs: \_\_\_\_\_  
 \_\_\_\_\_

**DESIGNATED EDUCATION OFFICER AND TRAINING DIRECTOR CONTACT INFORMATION**

Position	Name	E-mail
<b>Designated Education Officer</b>		
<b>LPMHC Training Director</b>		
<b>MFT Training Director</b>		

**NEW TRAINEE REQUESTS**

Please use this table to list all new trainee position requests under this initiative and include this with your letter of intent. This table can be copied into the final application. Since many LPMHC and MFT programs require more than 500 hours of clinical training, interns may be appointed without compensation after the 500-hour stipend is utilized.

Profession	Education Level	# Positions Requested	Hours Funded per Position	New or Expanded Program	Interprofessional Program (Yes or No)
<b>Licensed Professional Mental Health Counseling</b>	Pre-Master's Intern		<b>500</b>		
<b>Marriage and Family Therapy</b>	Pre-Master's Intern		<b>500</b>		

## **Appendix D: CHECKLIST FOR PROPOSAL SUBMISSION**

This is a checklist to assist in submission of a complete proposal. This checklist does not need to be submitted with the proposal.

**Notification of Decisions (should be completed at time LOI is submitted):** DEO must select the “Award Notification List” on the left side of the OAA portal menu to enter the email addresses of individuals who should be notified of the proposal review result. **Only those e-mail addresses listed in the portal will be notified when award results are released. At minimum, the following individuals must be included in the list:**

- **Medical Center Director**
- **Designated Education Officer**
- **Each program’s proposed Director of Training**
- **VISN Mental Health Lead**
- **Facility Chief of Mental Health**
- **Vet Center Team Leader (only if proposing a Vet Center rotation)**

Proposals are due **no later than 11:59 pm EDT on Wednesday, July 17, 2019**, and must be uploaded through the OAA Portal

(<http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=67>)

with three separate documents:

- **Document 1 - Core Narrative**
- **Document 2 - Letters of Support (all letters combined)**
- **Document 3 - Supplemental Materials (optional)**

**Core Narrative**, not to exceed five pages. Proposals must include these elements:

- Number of positions requested and for which profession (LPMHC or MFT)
- Identify the educational program as new or an expansion of an existing program
- Identify innovative content area/rotations
- Name, position, and contact information for the person responsible for the educational program being proposed
- Identified faculty and supervisors, with credentials and qualifications briefly described
- VA training sites/settings (e.g., specific clinics, CBOCs, Vet Centers or other venues to which trainees will be assigned for rotations), with brief descriptions of each site/setting
- Describe how training sites will be committed to patient-centered, team-based delivery models for providing clinical services to Veterans
- Identify the relevant evidence-based mental and behavioral health care practices in these training sites
- Describe how the training venues will have appropriate, on-site supervision and role models for trainees of all involved professions
- Cover page table of trainees requested (copy from Appendix B, rows may be deleted if profession/level of training is not being requested), including revisions to what was initially submitted with LOI (if applicable).
- Details of how trainees will be assigned to the VA training sites.

**Letters of Support**: Required letters of support from the following individuals must be included in the application packet: (1) Medical Center Director, Facility Designated Education Officer (DEO) or Associate Chief of Staff for Education, and VA Training Director (combined

letter) (2) VISN Director, (3) Graduate LPMHC and/or MFT accredited master's program Training Director (if a new training program or a new affiliate), and (4) Vet Center Team Lead (if Vet Center rotations are being proposed).

**Supplemental Materials (optional)**. Supplemental materials, such as brief biographical sketches for the program training directors and/or calendar of didactic seminars, may be added as desired, so long as the total number of pages in the proposal does not exceed 20.

**Submission of Proposals**

- Full proposals are submitted by VA Designated Education Officer (DEO), ACOS/Education, or equivalent.
- Acceptable formats for submitted files are Word, Excel, or PDF formats.
- Letters of support include a signature (they must be a scanned copy of an original, signed document or electronic signature).
- Font size must be 12-point Arial or Calibri for narrative portions.
- Margins must be at least one inch all around (excluding headers and footers).
- Files are uploaded by DEO, ACOS/E, or equivalent using the OAA portal at <http://vaww.oaa.med.va.gov/rfp/default.aspx?PID=67>. **E-mailed or faxed proposals will not be reviewed.**