

Guidelines for VLCS Faculty Research Proposals

All faculty members with primary appointment in the Department of Large Animal Clinical Sciences holding the rank of Assistant or Associate Research Scientist, or Assistant Professor, Associate Professor, or Professor in the Clinical- or Tenure-Track are eligible to be awarded one (1) proposal as Principal Investigator or Co-Principal Investigator (however, individual faculty members can be co-Investigators on multiple funded grants). New investigators are strongly encouraged to seek guidance with developing a proposal from experienced clinical investigators.

Proposals should be written on 8.5” by 11” paper with 1” margins (top, bottom right, and left), and be single-spaced using Arial or Times New Roman fonts with a size ≥ 11 points. A cover page should be submitted with the following items included: 1) title of the proposal; 2) name of the Principal Investigator; 3) names of co-investigators; 4) total amount of the budget; and, 5) date of submission.

A written statement must be provided that all required approvals (such as from the Institutional Animal Care and Use Committee [IACUC], Clinical Research Review Committee [CRRC], or Institutional Review Board [IRB, for studies involving human subjects, including surveys]) must be provided before funds will be released. In the case of IACUC, CRRC, or IRB approvals, please provide the assigned protocol number and approval date in your written statement. *Funding by the Department of Veterinary Large Animal Clinical Sciences must be acknowledged in all resulting publications and presentations.*

The amount requested should not exceed \$12,500. Funds must be expended on direct costs for research (e.g., animals and their care, reagents, supplies, student wages, etc.). Funds may not be used for travel, publication costs, computers, or other equipment. Notification of awards will be made by August of the calendar year submitted, and the funds must be encumbered by July 1 of the following year, unless an extension is requested and granted.

The order of the proposal must follow the outline below:

- A. Objectives, aims, and, where applicable, testable hypotheses (no more than 1 page)
- B. Background/rationale/justification (no more than 1 page)
- C. Preliminary data (if available; no more than 1 page)
- D. Materials and methods (no more than 3 pages)
 1. Study population/animals (including justification for number of animals)
 2. Experimental design and research methods
 3. Time-line (sequence and schedule of activities)
 4. Expected outcomes
 5. Pitfalls and limitations

- E. Budget
 - 1. Total amount
 - 2. Itemized budget with justification

- F. Cited literature

Grants should be submitted **through Jennifer Wilson** (jwilson@cvm.tamu.edu) to the VLCS Research and Graduate Studies Committee (RGS) chairman, Dr. Noah Cohen. Submitted proposals will be reviewed by members of the RGS, and the applicant will be provided a written evaluation of the proposal. Dates for submission, notification, and effective funding will be provided with the call for proposals.

Progress reports are required for all VLCS-funded projects. Please see the guidelines for progress reports for details.