Guidelines for VLCS Faculty Research Proposals

All faculty members with <u>primary</u> 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 <u>eligible to be awarded one (1) proposal</u> 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 address clinical research involving aspects of health and productivity of animals or human health as it relates to animals and animal-derived food. Priority will be given to projects that will:

1) *produce preliminary data* for submission of extramural grants;

2) answer *clinically relevant questions* that are *unlikely to be of high funding priority by extramural granting agencies*;

3) be likely to *establish new collaborative research relationships between clinical faculty members and faculty members with established laboratory research programs* within or outside of the Department of Large Animal Clinical Sciences; and/or,

4) involve research training for an *intern, resident, or graduate student*.

Criteria used for evaluating proposals will include:

1) scientific approach;
2) impact on the clinical/scientific discipline or industry;
3) feasibility of completion of the proposed work; and,
4) overall impression of the quality of the grant.

Proposals should be submitted as a Word document, formatted with page size of 8.5" by 11" (standard letter) with 1" margins (top, bottom right, and left), and be single-spaced using Arial or Times New Roman fonts with a size $\geq$ 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 <u>must</u> 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)

Succinctly describe what the overall objective is for the research as well as the specific aims and, if relevant, the hypotheses that will be tested statistically to achieve those aims. Most but not all research projects will have at least one testable research hypothesis.

B. Background/rationale/justification (no more than 1 page)

Explain what is known about the topic, what gap in knowledge or clinical need is being addressed by the project, and why this is important. This is critical for reviewers not familiar with your area of expertise and interest to comprehend the rationale and significance of the project.

C. Preliminary data (if available; no more than 1 page)

Preliminary data helps demonstrate your experience relevant to the proposal, and what work you have already done related to the proposed project. It isn't necessary to have preliminary data, but it is strongly encouraged. Prior publication in the area or clinical experience with the problem being addressed represent preliminary data. If you have done the methods to be described in the next section (Materials and methods), this should be mentioned here.

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

This section is the heart of the proposal. Provide adequate detail of how the work is to be done, including why you selected the number of animals specified, what methods will be used, etc. It is important to include methods for how data will be collected and analyzed. The expected outcomes of the study should be presented. A discussion of possible pitfalls (and how these will be addressed if they arise) and limitations of the proposal should be included.

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

	Please provide details of how the funds will be spent. This should be based on actual costs for materials and supplies, not just round-number estimates (e.g., $36 per CBC x 2 CBCs per goat x 24 goats = $1,728.

F.	Cited literature

	Reference the work that is relevant to your proposal. Citations references should be to original work rather than review articles, book chapters, etc.

Grants should be submitted **through Lessa Crawford** (lcrawford@cvm.tamu.eu) to the VLCS Research and Graduate Studies Committee (RGS) chairperson, 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.