# Guidelines for VLCS Intern/Resident/Graduate Student Research Proposals (March 2021)

Proposals should be submitted as a Word document, formatted with page size of 8.5" by 11" (standard letter) having 1" margins (top, bottom right, and left), and be double-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 intern, resident or graduate student; 3) name of the VLCS faculty member; 4) names of co-investigators; 5) total budget; and, 6) 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. Interns, residents, and graduate students may apply for more than 1 proposal during their program but will not be eligible for funding of a new proposal until evidence of completion of their pre-existing proposals. Completion of a proposal is defined as having prepared a manuscript to be submitted for publication in a peer-reviewed journal describing the findings of their VLCS-funded project. ***Funding by the Department of Veterinary Large Animal Clinical Sciences must be acknowledged in all resulting publications and presentations.***

The amount requested from VLCS should not exceed $10,000. 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.

The order of the proposal must follow the outline below.

A. Objectives, aims, and 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 help 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

F. Cited literature

Grants should be submitted **through Ms. Lessa Crawford** to the VLCS Research and Graduate Studies Committee (R&GS) chairman (Dr. Noah Cohen). Submitted proposals will be reviewed by members of the R&GS within 4 weeks of receipt, and the applicant will be provided a written evaluation of the proposal. If revisions are requested, the revised proposal should be submitted within 4 weeks of receipt of the evaluation, and will be reviewed by the R&GS within 2 weeks of receipt. ***Please submit a written summary detailing how each specific comment from the reviewers was addressed in the revised proposal along with the revised proposal.***

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