

VETERINARY COMPARATIVE RESPIRATORY SOCIETY

GUIDELINES FOR PROPOSALS FOR COMPETITIVE RESEARCH FUNDS (2013)

OVERALL FUNDING OBJECTIVES

The objective of the VCRS grant initiative is to fund proposals addressing issues of importance to the respiratory system with the goal of improving animal health. The proposals should be innovative and creative and should answer specific and significant scientific questions. The ultimate decision to fund a proposal will be based on the scientific merit of the proposal. Priority will be given to proposals supporting a graduate student or resident research project. However, the Principal Investigator (PI) must be a faculty member or researcher at the institution where the research will be conducted, as well as being a member of the VCRS

GENERAL INFORMATION REGARDING PROPOSAL PREPARATION AND SUBMISSION

All proposals for the VCRS competitive funds must be submitted electronically to the chair of the Research Committee (c/o Laurent Couetil [couetill@purdue.edu]) by **12 Noon Eastern Standard Time, June 15th, 2013**. The number or size of the awards will not be predetermined however, the total amount of funds requested shall not exceed \$5000 USD. The proposals will be ranked based on scientific merit and critiques of proposals will be provided to all submitting investigators. Final funding decisions will be made by the VCRS board.

Broadly, the work or activity that is to be accomplished with the VCRS funds may be:

- a) The accomplishment of an initial phase of research in the development of a graduate student research program or to satisfy specialty board certification requirements. (This research should be suitable for publication.)
- b) The development of a working knowledge of unfamiliar procedures or techniques that are integral to the overall goal of the program.
- c) The development of data of importance to the respiratory health and performance of animals which might not be funded through other sources.

The proposal should focus upon that portion of the program that will be accomplished with the funds requested through the VCRS. Annual budgets are to be prepared for the work to be done with the VCRS funds, **NOT** for the total research program. Funds for each project will be awarded for use over a maximum period of 1 year. Submission of no more than one research proposal will be accepted per principal investigator per year.

Funding of a project does not preclude the principal investigator from submitting proposals for new projects in future years. However, principal investigators already holding an active grant are **not eligible** to apply for a second grant until the completion of the first one. Requests for additional money on a previously funded project will be considered by the VCRS Board if significant progress has been made.

FORMAT OF COMPETITIVE VCRS RESEARCH PROPOSALS

-- Compile Proposal Pieces in the Following Order --

GENERAL GUIDELINES

1. TITLE PAGE

- a) Proposal title
- b) Principal investigator – list name, degree(s), and position
- c) Co-investigators - list name, degree(s), and position of each co-investigator
- d) Contact information – Mailing address, e-mail, and telephone for Principal investigator
- e) Institutional representative - Contact information for the individual who is authorized to accept payment for the institution/practice.
- f) Clearly indicate how a check should be made out and the address to which a check should be mailed, in the event of an award.
- g) Signatures and date – The PI and Co-investigators, and the institutional representative must sign and date the proposal.

(Use attached title pages - Appendices A and B)

2. APPLICATION FORM FOR INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE APPROVAL

If animal work is involved, funds will not be allocated without evidence of “IACUC” approval. Approval is not required at the time the proposal is submitted for funding; however, evidence that the application form has been submitted to IACUC must be indicated on the attached page called “Status of IACUC Approval” (Appendix C). If the proposal were to be successful, funding would not be released until proof of IACUC approval is provided.

3. BIOGRAPHICAL INFORMATION FOR PRINCIPAL INVESTIGATOR AND CO-INVESTIGATORS (NOT TO EXCEED TWO PAGES FOR EACH INVESTIGATOR) (Appendix D)

Provide a summary of activities including:

- a) education (degrees/year awarded) and employment history
- b) recent publications (within last three [3] years and prior publications that relate to this project)

4. CO-INVESTIGATOR AND COLLABORATOR INFORMATION

- a) for each co-investigator, provide a letter authored by him/her outlining his/her specific contribution to the project.

RESEARCH PROPOSAL

--Begin Numbering Pages with This Section--

1. PLAN OF WORK AND EXPERIMENTAL DESIGN FOR THE ACTIVITY TO BE ACCOMPLISHED WITH THE REQUESTED FUNDS. To be presented in the following sequence.
 - a) Hypothesis to be tested (if applicable) and Specific Aims (1-2 pages)
 - b) Background and significance – The significance section should explain: 1) the importance of the problem or describe the critical barrier to progress in the field, 2) how the proposed research project will improve scientific knowledge or clinical practice, 3) how concepts that drive the field of respiratory research will be changed if the proposed aims are achieved. Information from previously published literature on the topic and relevant recent investigations should be included and referenced. The significance of the proposed research to respiratory health in animals should be discussed. (1-2 pages)
 - c) Preliminary data
 - d) Study design, methodology, statistical and data analysis
 - e) Overall research program – explain how the proposal fits into an overall research program and outline the scope or concept of future extramural grant proposal(s)

2. BUDGET for the activity described in plan of work and experimental design (No. 1 above). 1 page maximum

The budget categories are as follows.

- a) Materials and supplies
- b) Non-expendable equipment
- c) Salaries and wages. Faculty salaries will not be funded (These are considered cost sharing by the department). As a general policy, technicians and graduate student salaries will **NOT** be funded. However, consideration will be given in exceptional cases. Salaries for student (e.g. undergraduate or veterinary students) employees may be considered.
- d) Indirect costs – The VCRS, a non-profit organization, does not pay for overhead or indirect cost for research grants.

3. REFERENCE LIST – 1 page maximum.

- a) List references in the reference format used by the Journal of Veterinary Internal Medicine (available at <http://www.ACVIM.org/wwwfp/jvim/jvim.htm>).
- b) The reference list need not be extensive but should be representative of the most pertinent and worthy references. Place your reference list as an addendum behind your proposal. (It will not be counted in the 12-page limit [see below]).

PROPOSAL FORMAT

1. The full proposal including all forms and letters must be electronically submitted and the research plan not exceed 10 double-spaced, pages (not including those pages listed in the “General Guidelines” section.)
2. The pages are to have a minimum of 1-inch margins on the sides, top and bottom. Font type should be Times New Roman and the size of the letters must be at least 12 font.
3. **One Electronic copy** of the proposal in **PDF Format** and accompanying material (the pages that come before the proposal) must be received by the chair of the Research Committee (c/o Laurent Couetil [couetill@purdue.edu]) by the set deadline. The submission is to be sent in one file only and should be titled as: Last name of PI-VCRS Proposal2013.pdf.

PROPOSAL REVIEW PROCESS

Each proposal will be assigned a primary reviewer and two secondary reviewers who are members of the VCRS Research Advisory Board (RAB). The reviewers will present their reports on the scientific merit of assigned proposal to the RAB. The proposal will then be discussed by the RAB and its funding priority will be determined. Ultimately, decision to award funding will be made by the VCRS Board.

The review of proposals will be completed prior to the VCRS Symposium. Notification of awards will be made at the VCRS Symposium. Release of funds will be made within a month of award notification if all required documents have been submitted (e.g. IACUC approval).

MEMBERS OF THE VCRS RESEARCH ADVISORY BOARD 2013-2014

Doctor's Name	Year Serving	Address	E-mail
Couetil, Laurent	2	Purdue University, West Lafayette, IN	couetill@purdue.edu
Dye, Janice	2	US EPA, Raleigh, NC	Dye.Janice@epamail.epa.gov
Melissa Mazan	2	Tufts University, North Grafton, MA	Melissa.mazan@tufts.edu
Bernard Fisher	2	Duke University Medical Center	bernie.fischer@duke.edu

REQUIREMENTS UPON RECEIPT OF COMPETITIVE VCRS RESEARCH FUNDING

The following are requirements of investigators who receive VCRS Research funding.

1. At the end of the funding year, a **written progress report must be submitted** for evaluation by the VCRS Research Advisory Board. The report is to be submitted *electronically* to the chair of the Research Committee (c/o Laurent Couetil [couetill@purdue.edu]) as a PDF document by **12 Noon EST, September 30th, 2014**. There is no specific format for the progress report. However, it should be brief (1-3 pages) and include information regarding current or pending publications or external grants. Your report should be titled as: Last name of PI-VCRS progressrpt.pdf.
2. The grantee will be expected to present her/his research findings at the VCRS Symposium (oral or poster presentation)
3. Future research funding of the PI by VCRS will be dependent upon satisfactory completion of items 1 & 2.

**VETERINARY COMPARATIVE RESPIRATORY SOCIETY
PROPOSAL FOR COMPETITIVE RESEARCH FUNDS (2013)**

TITLE: _____

PRINCIPAL INVESTIGATOR

1) NAME: _____ 2) POSITION: _____

3) DEPARTMENT: _____

4) ESTIMATED TIME COMMITMENT: _____ %

5) PRINCIPAL INVESTIGATOR SIGNATURE: _____ DATE: _____

6) PRINCIPAL INVESTIGATOR'S DEPARTMENT HEAD: _____

7) DEPT. HEAD SIGNATURE: _____ DATE: _____

8) UNIVERSITY SIGNING OFFICIAL (NAME & TITLE) _____

SIGNATURE _____ DATE _____

APPENDIX B:

CO-INVESTIGATORS AND COLLABORATORS

NAME: _____

POSITION: _____

DEPARTMENT: _____

EST. TIME COMMITMENT: _____%

SIGNATURE: _____

NAME: _____

POSITION: _____

DEPARTMENT: _____

EST. TIME COMMITMENT: _____%

SIGNATURE: _____

NAME: _____

POSITION: _____

DEPARTMENT: _____

EST. TIME COMMITMENT: _____%

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NAME: _____

POSITION: _____

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POSITION: _____

DEPARTMENT: _____

EST. TIME COMMITMENT: _____%

SIGNATURE: _____

NAME: _____

POSITION: _____

DEPARTMENT: _____

EST. TIME COMMITMENT: _____%

SIGNATURE: _____

APPENDIX C:

STATUS OF IACUC APPROVAL

(Attach a copy of your IACUC Approval form or indicate date of protocol submission and estimated date of approval)

APPENDIX D:

BIOGRAPHICAL SKETCH

NAME	POSITION TITLE
DEPARTMENT	PHONE: FAX: E-MAIL:

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	YEAR(s)	FIELD OF STUDY

PROVIDE THE FOLLOWING INFORMATION: A) Professional experience beginning with your current position; C) peer reviewed publications (maximum 15 publications from last three years and relevant earlier ones).