**CGS/Waltham research grant applications 2013**

 **PROJECT PROPOSAL GUIDELINES**

**Grant proposals that do not adhere to these guidelines will not be reviewed.**

You must limit proposals to 5 pages (title page and literature citations are not included in this page limit). The grant proposal must be prepared as a word document (12 pt. Times New Roman, letter-sized pages, double-spaced with 1 inch margins all around). Each investigator must also attach a Biographical Sketch (not to exceed 2 pages; not included in the page-limit). Please include submitted or approved consent forms (not included in the page limit). Proposals should be structured as follows:

**A. Proposal Signature Cover Page**

1.**Title**:

A brief specific designation of the subject of the research topic. The title should reflect the objectives and scope of the proposal. Accurately describe the research contemplated in 80 spaces or less.

2. **Principal Investigator's name, address, telephone number, FAX number, and e-mail address**

3. **Co-Investigator’(s) name, address, telephone number, FAX number, and e-mail address**

4. **Total grant amount requested**

The maximum dollar amount for this grant is $8,000.00. No indirect costs will be paid by CGS. No more than 10% (or $800) can be allocated toward travel to a meeting for presentation of the study results.

5. **Duration**

Grants are generally 1-year but no-cost extensions of up to 6 months will be considered.

**B. Project Proposal Narrative**

1. **Introduction and Justification**

This section should include the subject, purpose, scope, and justification of the research proposal. The justification should present the importance of the problem to CGS. Identification of needs that the project will fulfill, research timeliness, and ways in which the public welfare or scientific knowledge will be advanced are useful inclusions.

2. **Previous Work and Present Outlook**

A review of the literature pertinent to the field of inquiry should be presented. Consider the project within the context of the most important and recent publications. Summarize the status of current research and describe the additional knowledge, which the project is expected to provide. Literature citations must be listed at the end of the project proposal.

3. **Hypothesis and Objectives**

Clear, complete, and logically arranged (outline form) statements of the specific results to be achieved by the proposal.

4. **Procedures and Methods**

A statement of the essential working plans and methods to be used in attaining each of the stated objectives. The procedures must correspond to the objectives and follow the same order. Phases of the work to be undertaken should be indicated, as well as the location of the work and the facilities and equipment needed and available. Wherever appropriate, the procedure should provide data suitable for statistical analysis. The statement of procedure should illustrate that the research has been carefully planned and should provide for changes when they are necessary to improve the work.

5. **Expected Outcome and Clinical Implications**

6. **Assurance of Informed Consent and the Use and Care of Animals**

(1) Prior to submission, the proposal must be submitted to a local governing body whose function is the regulation of animals in research [e.g., Institutional Animal Care and Use Committee (IACUC)]. When an IACUC is unavailable, the principal investigator must either establish an appropriate institutional collaboration or seek review from a willing institution that has an established IACUC. Non-academic principal investigators are strongly encouraged to contact appropriate CGS members in academia early in order to establish such collaborations. Only the principal investigator and the mentor must be a CGS member; collaborators do not need to be CGS members.

(2) All animal care and use procedures, and informed consent procedures, shall meet or exceed the guidelines set forth in the U.S. government’s Animal Welfare Act (Title 9 CFR Subchapter A – Animal Welfare) and the National Research Council’s Guide for the Care and Use of Laboratory Animals (1996), and/or further required regional regulations. CGS board members will assess the proposal’s conformity with the additional ethical requirements set forth by Waltham as follows:

Research must not result in pain, suffering, or euthanasia of any animals involved. The husbandry and care of animals should meet the minimum guidance as described in the following reports for dogs and cats, respectively:

1) Dogs: BVAAWF/FRAME/RSPCA/UFAW report on Refining Dog Husbandry and Care  (Laboratory Animals 2004 Vol. 38; Suppl. 1), which can be found at:  <http://www.lal.org.uk/pdffiles/Dogworkingparty.pdf>

2) Cats: the guidelines for cats adopted by the European Community (European Convention for the Protection of Vertebrate Animals used for Experimental and other Scientific Purposes (ETS No. 123 Appendix A)), which can be found at <http://conventions.coe.int/Treaty/EN/Treaties/PDF/123-Arev.pdf> .

The following types of studies will not be supported: studies where the outcome is not likely to have some benefit to animal welfare, studies where the study techniques are generally recognized to cause pain or require a general anesthetic to prevent pain, studies that are detrimental to the long-term health of animals involved, or result in the euthanasia of the trial animals, either as a result of the work or as a result of legislation governing the research trials, and studies that use in vivo techniques where meaningful data can be obtained using in vitro techniques.

(3) Proposals must be submitted with details of the procedures and forms to be used to assure “informed client consent” regarding participation of client-owned animals.

(4) Prior to funding, the CGS must receive notice that the proposed animal care and use protocol has been approved by the participating IACUC. In addition, the principle investigator will furnish any revisions to informed client consent procedures and any additional forms that have been deemed necessary for approval by CGS board members.

7. **Budget**

No indirect costs will be paid by the CGS.

No more than 10% (or $800) can be allocated toward travel to a meeting for presentation of the study results.

8. **Cooperation**

A statement as to cooperation with other practices, institutions, or agencies cooperating formally or informally on the proposal where appropriate.

9. **Literature Cited**

List the references cited according to the Guidelines to Authors presented in the American Journal of Veterinary Research.

10. **Biographical Sketch(es)**

Each investigator must also attach a biographical sketch (not to exceed 2 pages; not included in the page-limit).

Best,

Peter Kook

Diplomate ACVIM & ECVIM-CA

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