Guidelines for VLCS Intern/Resident/Graduate Student Research Proposals
(August, 2012)

Proposals should be written on 8.5” by 11” paper with 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.

Evidence of approval from the Institutional Animal Care and Use Committee, Clinical
Research Review Committee, or Institutional Review Board (for studies involving human
subjects, including surveys) must be provided before funds will be released. 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. The order of the proposal must
follow the outline below.

A. Objectives, aims, and 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 to the VLCS Research and Graduate Studies Committee (RGS)
through the RGS chairman (Noah Cohen). Submitted proposals will be reviewed by members
of the RGS 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 RGS 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.