

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.

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)
- 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 **through Ms. Rachael Sears** to the VLCS Research and Graduate Studies Committee (RGS) chairman (Dr. 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.