



**Veterinary
Comparative
Respiratory
Society**

Guidelines for Proposals for Competitive Research Funds 2024

OVERALL FUNDING OBJECTIVES

The objective of the VCRS grant initiative is to fund proposals addressing important respiratory system issues, with the goal of improving animal health. The proposals should be innovative and should answer specific and significant scientific questions. The 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 and a member of the VCRS. **GENEAL**

INFORMATION FOR PROPOSAL PREPARATION AND SUBMISSION All proposals for the VCRS competitive funds must be submitted electronically to **Dr. Minna Rajamäki** (vcrs2024@helsinki.fi), co-chair of the VCRS Research Committee, by **12 Noon Eastern Standard Time, July 31st, 2024**. The number or size of the awards will not be predetermined however, the total amount of funds requested shall not exceed \$10,000 USD with a maximum duration of 1-year for funding. The proposals will be ranked based on scientific merit and critiques of proposals will be provided on request to all submitting investigators. Final funding decisions will be made by the VCRS board. Notification of awards will be made via email by October 1st, 2024. Release of funds will be made by December 1st, 2024 if all required documents have been submitted. Broadly, the work or activity that is to be accomplished with the VCRS funds may be:

- a) An initial phase of research in 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. The one year budget should reflect the work to be done with the VCRS funds, **NOT** the total research program. 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 VCERS 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 (IACUC) APPROVAL or other official documentation of institutional approval for animal use (non-US applicants)

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

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

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

Provide a summary of activities including:

4. CO-INVESTIGATOR AND COLLABORATOR INFORMATION
 - a) a letter authored by each co-investigator and collaborator outlining his/her specific contribution to the project.
 - b) If the proposal is supporting the research program of a graduate student or resident that is listed as a co-investigator, this should be stated in their letter along with a brief statement on how their role in the project will contribute to their program.

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. 10 pages maximum) 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) 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. under graduate 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.

The budget categories are as follows.

3. REFERENCE LIST – 1 page maximum) 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.

PROPOSAL FORMAT

1. The full proposal including all forms and letters must be electronically submitted and the research proposal must not exceed 12 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 co-chair of the Research Committee (c/o Dr. Minna Rajamäki: vcrs2024@helsinki.fi) by the set deadline. The submission is to be sent in one file only and should be titled as: **Last name of PI-VCRS Proposal2024.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. Notification of awards will be made via email by **October 31st, 2024** and the grantee announced at the 2024 VCRS Symposium. Release of 75% of the funds (\$7500) will be made by **December 1st, 2024** if all required documents have been submitted. This must include documentation of IACUC approval or approval by a comparable institutional animal ethics organization if the project involves animal research. The remaining 25% of the funds (\$2500) will be released upon completion of items 1 and 2 as described on page 5 under Requirements Upon Receipt of Competitive VCRS Research Funding.

REQUIREMENTS UPON RECEIPT OF COMPETITIVE VCRS RESEARCH FUNDING

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

Requirements 1 and 2 must be completed in order for release of the final 25% (\$2500) of funds. 1. **A written progress report** must be submitted for evaluation by the VCRS Research Advisory Board by the end of the funding year. The report is to be submitted electronically to the co-chair of the Research Committee (c/o Dr. Minna Rajamäki: vcrs2024@helsinki.fi) as a PDF document by **12 Noon EST, November 1st, 2025**. 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 is expected to present their project and any preliminary or final findings at the 2025 VCRS Symposium. If the grantee is unable to present in person, a virtual presentation will be allowed. 3. Publications and presentations derived from projects supported by VCRS funding must include a statement of acknowledgment of this funding. 4. Future research funding of the PI by VCRS will be dependent upon satisfactory completion of the above items. 5

APPENDIX A:

**VETERINARY COMPARATIVE RESPIRATORY SOCIETY
PROPOSAL FOR COMPETITIVE RESEARCH FUNDS (2024)**

TITLE:

PRINCIPAL INVESTIGATOR

1)NAME:

2)POSITION:

3)DEPARTMENT:

4)ESTIMATED TIME COMMITMENT:%

5)PRINCIPAL INVESTIGATOR SIGNATURE:DATE:

6)PRINCIPAL INVESTIGATOR'S DEPARTMENTHEAD:

7)DEPT. HEAD SIGNATURE:DATE:

8)UNIVERSITY SIGNING OFFICIAL (NAME & TITLE)SIGNATURE DATE

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APPENDIX B:

CO-INVESTIGATORS AND COLLABORATORS

NAME: NAME:

POSITION: POSITION:

DEPARTMENT: DEPARTMENT:

EST. TIME COMMITMENT: % EST. TIME COMMITMENT: %

SIGNATURE: SIGNATURE:

NAME: NAME:

POSITION: POSITION:

DEPARTMENT: DEPARTMENT:

EST. TIME COMMITMENT: % EST. TIME COMMITMENT: %

SIGNATURE: SIGNATURE:

CONTACT INFORMATION

a)Principal investigator – Mailing address, e-mail, and telephone

b)Institutional representative - the individual who is authorized to accept payment for the institution/practice.

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APPENDIX C:

STATUS OF IACUC APPROVAL

(Attach a copy of your IACUC (or comparable animal ethics committee) approval form or indicate date of protocol submission and estimated date of approval) 8

APPENDIX D:

BIOGRAPHICAL SKETCH NAME	POSITION TITLE
DEPARTMENT	PHONE:
E-MAIL:	