Proposal Format for call for Graduate Student: Due April 24, 2015, 1159pm. Submissions must be made electronically to fox@wsu.edu. Please include your last name in the prefix name of your document—for example: FOXproposal.doc.

The research plan should follow the format outlined below. A cover page with the title of the proposal, the principal investigator and the research advisor should be clearly made on the cover sheet. The body of the research plan (Sections A. through E.) may not exceed 9 consecutively numbered pages. The numbers of pages noted for each section are suggestions only. It is important to address all of the issues outlined below. Please adhere to the following document format: 1 inch margins all around, 1.5 line spacing and 10 point font. Please note, preference will be given to applicants that have not earned a previous award and to a project that will likely result in publication and be completed in one year. Previous applicants who were not successful are especially encouraged to improve their proposals, respond to previous critique, and make a new submission. Proposals will be reviewed by the VCS Research Committee and ones deemed eligible for funding will forwarded to the Department chair for consideration. Final awards made will depend on the pool of funding that is available. It is the expectation that submissions made will be written by the individual student.

Students whose grants are selected for funding will be required to submit a written ‘thank you’ letter to either the VCS Department Chair or specific donor providing funds for the research project. A copy of the letter should be sent electronically to the Chair of the VCS Research Committee (Dr. Fox). Research funds will not be released until this letter has been received by the Research Committee Chair.

A. Abstract (0.5-1 page)

State the hypothesis of the study and a brief justification for that hypothesis. Summarize the objectives and methods that will be used to test the hypothesis.

B. Specific Aims (0.5-1 page)

Provide a clear, concise, complete, and logically arranged statement of the hypothesis and specific aims of the research.

C. Background and Significance (2 pages)

Provide a summary of pertinent previous research with emphasis on its relationship to the proposed research. Citations should be by number in the text and the references should be presented as a numbered list in the "literature cited" section, in order of citation. The scientific, clinical, or other significance of the research should be addressed.

D. Current Research / Preliminary Data (1-2 pages)

Describe the relevance of the proposed research to ongoing research at this and other institutions. This section may be combined with the literature review in Section B., if convenient to do so. It is important to show how the work proposed fits into the overall research goals of the investigator(s), how the principal investigator's long-term program of research will be developed, the likelihood of attracting extramural funding, and how the research will promote the mission of the college by providing a unique scholarly contribution. Also, if the applicant has any preliminary data relevant to the proposed research, this should be presented and discussed here.
E. Research Design and Methods (4-5 pages)

Provide a statement of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Procedures should include items such as the sampling plan, experimental design, sample size justification, analyses anticipated (including statistical analyses), and a discussion of the expected results and how they would be interpreted in view of the specific aims and/or hypotheses guiding the research. Also include a brief research timetable that shows all important research phases as a function of time.

F. Potential Pitfalls and Problems (0.5-1 page)

Include a discussion of problems you may encounter and unexpected results, and how you might react to them; how you might interpret the unexpected result. Convince the reviewer that you the applicant has appropriately considered potential adverse outcomes and pitfalls and has a reasonable plan to advance the research should they occur.

F. Vertebrate Animals

It is your responsibility to ensure that your use of animals is approved prior to the start of your trial, if applicable, by the Institutional Animal Care and Use Committee. You do not need to provide the Research Committee with copies of the Animal Subjects forms you submitted to the IACUC. The URL for forms is: http://www.iacuc.wsu.edu/forms.asp. When you receive approval, forward a copy of the approval notice to the Chair’s office.

If the study involves client animals, briefly explain here and provide, in the Appendix, copies of any information provided to the client.

G. Literature Cited

References should be accurate and complete with full titles and first and last page numbers. Use the AJVR format for referencing. Articles should be numbered in the order that they are cited and referenced by number in the text using superscript format. Consult AJVR instructions for authors for more detail on the reference format.

H. Budget

Prepare a budget indicating costs associated with the project. Divide and outline costs as services, supplies, animal use charges, travel, labor, and other. Note, budgets should not exceed $7000.00. However, very well written proposals needing more funds might be considered for additional funding with excellent budget justification. Any budgeted items that are discounted must be explained with an approval of the discounted amount made by Dr. Debra Sellon. A project requiring matching funds must be adequately described, with respect to source of the match, the nature of the match, etc.

Note: All highlighting and some bolding that didn’t appear in the original call was done by JMG for class purposes. This does not replace the original call!