2017 Call and Guidelines for VCS Graduate Student / House Officer Research Grant Proposals

Grant proposals are due by April, 21, 2017, 11:59pm. 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. In the subject line please type: “Graduate Student Proposal”.

Proposals will be reviewed by the VCS Research Committee and those deemed eligible for funding will be forwarded to the Department chair for consideration. Final awards will depend on the funds that are available but funding availability does not affect the determination of eligibility. Any submission is to be authored primarily by the individual student and any work of others is to be clearly delineated.

Preference will be given to students who have not earned a previous award and to projects that will likely result in a refereed scientific publication and that can be completed in one year. Previously unsuccessful applicants are especially encouraged to improve their proposals into a new submission that includes an addendum that briefly explains their point-by-point responses to the elements of previous critiques.

Students may propose hypothesis-generating as well as hypothesis-testing studies. Hypothesis generating studies are warranted to generate pilot data for estimating unknown variances in a population or to determine if previously uninvestigated relationships may exist between independent variables. However, it is incumbent upon the investigator to adequately substantiate the need for such a hypothesis-generating study and to explain the study in detail sufficient for the review panel to evaluate the importance of this proposed study as a basis for future investigations.

Students may submit for evaluation grant proposals prepared for submission to outside granting agencies. If the outside agency specifies a proposal format it may be used with the exception that if this format does not require an abstract, the investigator must include one as outlined in section A below. If the granting agency does not specify a proposal format, use the one specified below. Note that VCS Research Committee approval does not preclude the need to submit the grant proposal through the WSU Office of Research Support and Operations (ORSO, formerly OGRD) process.

http://orso.or.wsu.edu/forms.asp

Students whose grants are selected for funding are required to submit a written ‘thank you’ letter to either the VCS Department Chair or the 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.
Grant Proposal Format:

The research plan should be organized according to the following format:

A cover page with the title of the proposal, the principal investigator and the research advisor clearly shown.

The body of the research plan (Sections A. through E.), which may not exceed 9 consecutively numbered pages. The numbers of pages noted for each section are suggestions only. Addressing each section below is important. Please adhere to the document format of 1 inch margins all around, 1.5 line spacing and 10 point font.

A. Abstract (1 page)
State the hypothesis of the study and a brief justification for that hypothesis. Summarize the objectives/specific aims and methods that will be used to test the hypothesis. If the study is a hypothesis generating one, then a concise summary of study intent must be made.

B. Specific Aims (0.5 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. If this proposal is hypothesis-generating, please provide justification for that approach here.

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.
G. Vertebrate Animals

It is your responsibility to ensure that prior to starting your study any animal use, including of client animals, is approved by the WSU 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. When you receive IACUC approval, forward a copy of the approval notice to the Chair’s office. Funding for your study will not be released without this approval. IACUC forms, including a client consent template, are available at http://www.iacuc.wsu.edu/forms.asp.

If the study involves client animals, briefly explain the methods for informing clients and for documenting their consent here and provide a copy of the client information and the client consent forms in the Appendix. Note that VCS Research Committee approval does not preclude the need to submit any questionnaires or questioning of clients beyond normal clinical care to prior WSU IRB approval. http://www.irb.wsu.edu/procedures.asp

H. Literature Cited

References should be accurate and complete with full titles and first and last page numbers. Use the AJVR format for referencing. Cite references in the text by superscript number in order of citation. Consult pages 5 to 6 of the AJVR instructions for authors (https://www.avma.org/News/Journals/Documents/ajvr-ifa.pdf) for more detail.

I. Budget

Prepare a budget indicating costs associated with the project. Divide and outline costs as services, supplies, animal use charges, travel, labor, and other. Funds requested should not exceed $7,000.00. Exceptionally well-written proposals with excellent budget justifications requesting more funds might be considered. For any project including matching funds the details of the funding must be adequately described including the source, such as a WSU budget number or the name of the provider, the nature of the match (e.g., funds already allocated, pending proposal), the likelihood of obtaining the funds, and alternative plans if the funds are not obtained. Any budgeted items involving the VTH and animal care that are discounted must be explained with an approval of the discounted amount signed by Dr. Debra Sellon, VTH Hospital Director. Be aware that unless prior arrangements are made, WADDL fees for research submissions may be double the posted testing fees, which are state supported.

This review is considered an intramural process and grant awards are made through VCS. If the proposal is to be submitted to an extramural sponsoring agency, the investigator(s) will need to submit their proposals through the VCS Finance/Budget Coordinator (Arden Gray) and the Office of Research Support and Operations (formerly OGRD) at WSU.

J. Addendum (2 pages maximum)

Any material deemed important but ancillary to the current proposal. If this is a resubmission then bulleted responses to prior reviews are required.

K. Biosketches (2 pages maximum per person)

Please add brief biographical sketches (biosketches). These biosketches should reflect the skills and experiences of the author of the proposal and essential supporting or mentoring personnel. The biosketch should primarily highlight the research expertise of these individuals. Please feel free to use the following template (see below) for the biosketch. Alternative formats or templates maybe suitable and can be used as an alternative as long as they highlight the essential points.
# BIOGRAPHICAL SKETCH

Provide the following information for each key personnel in the order listed on the title page.

**DO NOT EXCEED TWO PAGES PER PERSON.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EDUCATION/TRAINING** (Begin with baccalaureate or other initial professional education and include postdoctoral training.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>YEAR(s)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. **Role.** List your role for this proposal.

B. **Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. List present membership on any advisory committees.

C. **Selected peer-reviewed publications.** List, in chronological order, the titles, **ALL** authors (PI name in bold), and complete references to all publications during the past three years and to representative earlier publications pertinent to the application.

*(Do not exceed two pages).*