Proposal Format for Graduate Student and House Officer Research Awards:

Due December 1, 2009.
Submissions must be made electronically to: fox@wsu.edu

The front page should include the title of the proposal, centered, followed by the principal investigator (graduate student), then on the next line the PI's research advisor, and lastly the date of submission. The body of the paper, the research plan, should follow the format outlined below. The body of the research plan (Sections A. through E.) may not exceed 9 consecutively numbered pages. REMEMBER TO PAGINATE, PLACE A NUMBER ON EACH PAGE. The number 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 follow the proposal format instructions and have not earned a previous award. Previous applicants who were not successful are especially encouraged to improve their proposals, respond to previous critique, and make a new submission.

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 (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, 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. 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.

[The following is from “Instructions for American Journal of Veterinary Research authors” http://www.avma.org/journals/ajvr/ajvr_ifa.asp - JMG]

References
Authors bear primary responsibility for accuracy of all references. References must be limited to those that are necessary and must be cited in the text by superscript numbers in order of citation. Journal titles in the Reference section should be abbreviated in accordance with the National Library of Medicine and Index Medicus. For references with more than 3 authors, only the first 3 authors should be listed, followed by “et al.” The following is the style used for common types of references:

Article in journal

Book chapter

Proceedings

Electronic material

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. A project requiring matching funds must be adequately described, with respect to source of the match, the nature of the match, etc.

[For intramural proposals that may be submitted to extramural sources, my suggestion is to become familiar with the format of the WSU OGRD Budget templates that are item #2 here - http://www.ograd.wsu.edu/guidelines.asp and include an Excel spreadsheet – JMG]