



**ACVO Vision
for Animals
Foundation**

2010 Grant Announcement Invitation for ACVO Resident Research Grant Proposals

The ACVO Vision for Animals Foundation will offer 5-7 research grants to ACVO-approved residents in areas of veterinary ophthalmology for 2010-2011.

Proposals must be sent in an Adobe Acrobat digital format and received by Midnight, September 15, 2010. The funding period will begin November 1, 2010). All successful proposals will be announced in October at the annual ACVO conference.

Residents must be in ACVO-approved residencies and sponsored by his/her ACVO mentor(s). Grants for up to \$5,000 may be submitted. The ACVO-VAF will support research supplies, materials, limited equipment, publication and salary for technical support. The ACVO-VAF does not support the salary of the resident, salary of the faculty mentor, tuition, major equipment, or institutional indirect costs. Animal related experiments require approval by the Institutional Animal Care and Use Committee with the proposal submission. Results of the research must be presented at the annual ACVO meeting.

You will need to follow the guidelines provided in the below document.

Please email proposals that are 5MB or smaller to:

Attn: Jennifer Simon
office10@acvo.org

For files over 5MB please request FTP upload instructions from the VAF office in time for the September 15th deadline.

Questions as to the scope or goals for a proposal and applications forms should be addressed to office10@acvo.org.



ACVO Foundation Grant Guidelines 2010 General Instructions

Format specifications

Follow font and format specifications. Otherwise, application processing may be returned to the applicant without review.

ACVO Vision for Animals Foundation

Font

1. For all text portions of the document use an Arial or typeface and a font size of 12 points (lettering in charts, figures, etc. may be smaller, see below). A Symbol font may be used to insert Greek letters or special characters; the font size

requirement still applies.

2. Type density, including characters and spaces, must be no more than 15 characters per inch.
3. Type may be no more than six lines per inch.
4. Use black ink that can be clearly copied.
5. Print must be clear and legible.

Page margins

1. Use standard size (8 ½" x 11") paper format.
2. Use at least ½ inch margins (top, bottom, left, and right) for all pages, including continuation pages.

Application paging

1. The application must be single-sided and single-spaced.
2. Consecutively number pages throughout the application, not including the title page. Do not use suffixes (e.g., 5a, 5b).
3. Do not include unnumbered pages besides the title page.

Figures, graphs, diagrams, charts, tables, figure legends, and footnotes

1. You may use a smaller type size but it must be in black ink, readily legible, and follow the font typeface requirements.

Photographs and images Highlighted parts should be omitted, right?

1. Photographs and images must be of good quality and be placed directly on the appropriate page in the application.
2. Pictures should not be submitted as attachments to the main document.
3. When possible, down-size photographs so they are less than 1MB in size but still readable.
4. Photos may be color or black-and-white.

Document Submission

1. The entire application package should be submitted as a single, comprehensive Adobe Acrobat PDF document. Other program formats will not be allowed. Attachments are not permitted.
2. The signature page should be completed and signed by the principal investigator and an authorized organizational official. This form should then be scanned as a PDF and included in the overall Adobe Acrobat file submission.
3. If the file is less than 5MB then please email. Zip the file when possible for transmission. If the package is over 5MB please contact the office to request FTP upload instructions.

Grantsmanship

1. Use English and avoid jargon.
2. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

Page Limitations and Content Requirements

All applications and proposals for funding must be self-contained within specified page limitations.

TITLE: Self Explanatory

PAGE 1 (FORM – COVER PAGE): Use your own, number at the bottom.

Pages 2-8: We suggest using our format for uniformity in writing and design.

PAGE 2 (FORM – TECHNICAL AND LAY ABSTRACTS, AND PERSONNEL)

Technical Abstract: concise summary of the proposal including, but not limited to, specific aims, methods and procedures, expected outcome and significance. Separate page, 300 word limit. List Key Personnel, their time commitment to the project and signature (pdf signature acceptable or scanned document with signature is also acceptable).

PAGE 3 (FORM - BUDGET)

A. Personnel (list percentage of time to be devoted by each person)

B. Salary is not paid from this grant for any personnel including PI (except research technician).

Principal Investigator

Co-Investigator(s)

Graduate Research Assistant

Research Technician

B. Animals and Per Diem

Justify prices of animals (e.g.-conditioned vs. non-conditioned animals)

C. Equipment: grant monies are not to be used for large equipment purchases

D. Expendable Supplies

Identify by category and show estimated cost for individual items for each category

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E. Other

Include services that are non-veterinary teaching hospital to be purchased such as laboratory test, anesthesia fees, surgical suite fees, statistical analyses, literature search, etc.

F. Cost Justification

Include justification for the percent effort of including technicians, if applicable; include justification of animal purchase price {conditioned vs unconditioned}

G. Total Direct Costs (up to the specified limit of the grant source)

H. F&A not allowed

I. Total Project Costs

PAGE 4 (Justification for year 2; Personnel and percent effort on project; detailed list of supplies; Other expenses; Cost justification for other expenses.)

PAGE 5 (FORM – RESOURCES)

PAGE 6 OF GRANT APPLICATION STARTS WITH THE FOLLOWING:

I. RESPONSE TO REVIEWER CRITICISMS (for resubmission only)

If this is a resubmission of a previous proposal, so state. The following outline should be used to respond to reviewers criticisms – limit to 2 pages.

A. Reviewer Criticisms and Responses:

Summarize criticisms and briefly respond to all concerns.

Identify the changes in the Research Plan by bracketing [] large deletions (multiple sentences or

paragraph(s)) and drawing a vertical line in the left margin by additions or rewording. Do NOT underline or shade changes.

B. Preliminary Data

Summarize preliminary data or work in progress which supports point A above.

II. RESEARCH PLAN (Limit 8 pages (sections A-F), excluding literature cited)

All tables, graphs, figures, diagrams, and charts must be included within the 8 page limitation. Font to be used is 12 point Arial or Times New Roman and margins must be at least 1/2 inch in all directions.

Proposals exceeding this page limit will not be reviewed.

A. Specific Aims: (recommended length: 0.5-1 page)

1. Statement of hypothesis.
2. Describe the objectives or specific aims.

B. Significance: (recommended length: 2 pages)

1. Briefly review the literature including significant points and/or the current status of the field with references.
2. Describe how your proposal will contribute to the general knowledge of the area of study including novel concepts and potential applications.
3. Also describe how your obtained results are furthering your potential research program and its future funding, if applicable.

C. Species/Program Relevance: (recommended length: 0.5 page)

D. Preliminary Data: (recommended length: 1 page)

If available, present preliminary data, including figures and tables, or work in progress that support your hypothesis and/or your suggested methodology.

E. Experimental Plan: (recommended length: 3-4 pages)

Provide details of your research plan, including a description of the experiments, species, and techniques employed. If possible, subdivide this section into the following subheadings:

1. Experiment 1: Title
 - a. Rationale: e.g. Why the experiment will be performed
 - b. Experimental Design: Provide details of the methods and procedures used in the experiments. Provide adequate data. Be comprehensive enough so that reviewers can assess technological aspects of the proposal separately from the experimental plan. Provide evidence that the investigator and/or his/her collaborators are competent to perform the experiments as outlined.
 - c. Data Analysis: Clearly indicate the experimental outcomes and describe the plan for using the data to answer the specific aims (statistical consultation may be beneficial).
 - d. Expected Results.
 - e. Limitations, Potential Pitfalls and Alternative Approaches.

F. Time Line for the Experimental Plan

G. Literature Cited: Self explanatory

III. INVESTIGATOR INFORMATION

A. Role of Investigators

Describe the roles of the PI and Co-Investigators, including descriptions of technician(s) roles.

B. Letters of Cooperation

Letters of Cooperation outlining the proposed investigative contribution in the proposed study are required from any consultant or collaborator from outside the institution.

C. Curriculum Vitae

Curriculum vitae in 2-page NIH type of format for all investigators listed on the front signature page and/or on the budget of the grant (see end of this document)

IV. APPENDICES

Appendices shall be limited to manuscripts accepted for publication or published, data collection forms, or statistical calculations in direct support of the grant proposal.

A. Use of Research Animals

An approved ILACUC protocol is required prior to any funds being awarded as a result of this application.

B. Use of Client Owned Animals

Approval from the Hospital Executive Committee is required prior to any funds being awarded as a result of this application. Include a copy of the owner consent form.

Suggestions to assist grant writing:

Every effort should be made to address each item on the list in the appropriate place in the grant.

1. Include a good, thoughtful hypothesis that can be tested.
2. Pay attention to statistics. If this is not your strength, seek a collaborator that can help with experimental design and data analysis; i.e. power calculation.
3. Make sure the appropriate collaborators are included in areas of specialty. For example, if your study calls for histological interpretation, you may want to include a pathologist.
4. A sign of a well-developed grant proposal is the recognition of pitfalls and potential problems. Be sure to include this information in the grant write up and provide a brief description of alternative approaches.
5. Feasibility is paramount. Can the proposed work be completed in the time available and within the budget limits? If not, reduce the size of the study.
6. Sloppy grant writing suggests a lack of preparation and is a sign that the PI is not serious about the proposed work. The reviewers may be equally disinterested in funding the study.
7. If animals or animal tissue (from any source or species) are used in the grant, the appropriate ILACUC or Hospital Board approval is necessary.
8. Reviewers are aware of most of the costs of goods and services for doing research. Any cost that seems outside the expected norm should be justified.
9. If a technician participates in the grant, the following questions need to be addressed:
Will the research be performed by that technician or will they be training the resident to do the proposed work? If not, then why not. The proposed project is supposed to be work performed by the resident.

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors in the order listed on Form Page 2.

Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME	POSITION TITLE		
eRA COMMONS USER NAME (credential, e.g., agency login)			
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

Professional Experience**Professional Society Memberships****Selected Peer-Reviewed Publications****Selected Peer-Reviewed Abstracts**