

DATE: December 21, 2016

TO: CVMBS Faculty

FROM: Dr. Dawn Duval, Chair
College Research Council

Dr. Sue VandeWoude
Associate Dean for Research

SUBJECT: Call for Research Proposals
PROPOSAL DEADLINE: 5:00 PM on Monday, March 20, 2017

I. GENERAL

The Research Council of the College of Veterinary Medicine and Biomedical Sciences solicits and evaluates research proposals for funding each year. ***CRC funds are intended for use as seed monies to support faculty development by increasing competitiveness for extramural funding.*** A CRC outcomes assessment has recently been completed and has strongly demonstrated high value of this program for supporting students and providing pilot data leading to presentations, publications, and extramural funding. CRC investments resulted in leveraging an 8-fold return in external funds from FY10-14. To view the full report see (<http://teams.cvmb.colostate.edu/Pages/Research/College-Research-Council.aspx>). CRC encourages proposals by junior investigators and discourages recurrent internal funding of long-standing projects when alternatives exist.

FY17 Highlights

1. Based on 2014 CRC outcomes report, and with funding sources, maximum requested funding for projects will be \$25,000 in FY18. We will attempt to award full funding requested if appropriately justified. In FY17 average award was \$23,200.
2. **Due to limited resources only 1 application per principal investigator (PI) will be funded from these sources.**
3. Awards will be issued for one-year periods (generally July 1, 2017-June 30, 2018).
4. The Interdisciplinary Pilot Award aims to support **new** collaborations between two or more CVMBS faculty with expertise in different disciplines. This award is intended to encourage development of research partnerships that result in new extramural funding. This funding opportunity was initiated in FY17 based upon the CVMBS strategic planning exercise around research diversification conducted in FY16.

Table 1. CRC award funding sources.

Source	Est Amount	Purpose	Notes for FY18	FY17 funding rate
Racing Commission	\$75,000	Supports pilot research proposals that benefit equine health	Postmortem surveillance program requires progress report in lieu of application	30% (3/10)

CSU Research-Foundation	\$35,000	Supports pilot projects benefiting companion and large animal health	Funds available for feline, canine, bovine and equine research. We hope to enhance this pool with a new Animal Health Innovation Fund development campaign.	40% (4/10)
Shared Research Program	\$100,000 from CVMBS with 50:50 match required	Supports pilot projects, and early career investigators. No restriction on subject matter.	Cost share will be required and source noted on application	50% (8/16)
“Interdisciplinary Pilot Award”	\$25,000	This program supports new collaborative projects between 2 or more CVMBS faculty with different areas of expertise with high probability of leading to extramural funding. Projects between faculty from different departments are favored.		20% (1/5)
USDA Animal Health and Disease Research	~\$100,000	Supports projects for investigations of interest to USDA (agricultural species health issues)	Awards will be solicited and awarded when USDA fund level is announced, typically May or June 2016. Awardees will be required to set up projects in USDA REEPORT system.	50% (5/10)
USDA Agriculture Experiment Station*	~\$150,000	Supports investigators who participate in multistate projects.	Separate application requirements—see AES RFP	100% (7/7)

Additional Notes:

- Funding for SRP projects will be shared equally by the home Department and the Dean's Office, and submission will require agreement of the Department Chair. This match can come from department or Investigator discretionary funds such as 1-2, 1-3, 1-4, 1-6 or unrestricted 6-4 sources. Maximum budget for SRP is \$25,000 (\$12,500 College Office, \$12,500 Department/PI).
- AHD distributions for FY18 are not yet known. We will accept applications for FY18 AHD funds and award funds as available. A separate award date (based on federal fiscal year) will be used. Investigators awarded Experiment Station funds will typically not be eligible for AHD research awards; however, the Associate Dean for Research may distribute USDA/Extension funds depending upon fund availability. Awardees will be required to set up projects in the USDA REEPORT system. Instructions and support will be provided to assist with this component.
- Agriculture Experiment Station funds will be awarded to investigators who participate in multistate regional research projects and complete this application. Approximately \$150,000 will be distributed in FY18. Award period will be July 1-June 30. AES Projects awarded in the last cycle for a 2 year period are required to fill out the basic application information (including budget and regulatory approvals but are not required to attach biosketches. On the proposal upload page, please upload a 1 page progress report.

II. DEADLINE is 5:00 PM on Monday, March 20, 2017.

The 2017 CRC Application will be submitted online:

<https://catalyst.omnipress.com/#collection/36/submission>

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The online application has 3 components:

1. Face Page information (including project budget tab)
2. A single PDF Upload for investigator & all co-investigator biosketches
3. PDF Upload for proposal (on the Upload tab)

Applications within a department will be made available to department heads for review and approval. **Late applications will not be considered. Progress reports from prior CRC awards submitted through the online system must be completed at time of submission for new proposals to be considered.**

III. ELIGIBILITY OF PRINCIPAL INVESTIGATOR

CVMBS regular or special appointment faculty members are eligible to apply for support. Special consideration will be given to proposals from early career faculty (typically assistant professor rank). *Faculty whose salary is paid 100% by research funds need to contact the Associate Dean for Research to confirm their eligibility to apply for CRC funds.*

Examples of outstanding proposals from FY17 representing different funding categories will be made available by request. Grant preparation guidelines and tips are included as a separate attachment.

IV. PREPARATION OF PROPOSALS

Proposals must be submitted via online portal

The *Just in Time* policy will be in effect for proposals requiring regulatory committee review or special authorization. Proposals that involve or utilize research animals, biohazards, or human subjects will **not** be required to submit the respective forms with the grant proposal. However, **funding will not be released for funded proposals until required regulatory compliance approvals have been obtained.**

V. FORMAT FOR PROPOSALS:

The proposals must be single-spaced, double-spaced between paragraphs, in letters no smaller than 12 pt; margins must be ≥ 1 inch. **Figures or tables must be of similar letter size and readable.** Avoid the use of dense fonts, which are difficult to read. Supporting documentation, such as abstracts, preprints or reprints, must be submitted as an appendix and are excluded from the page limitation. **Proposals exceeding stated page limits will be rejected without review.**

Instructions for Equine Racing Commission, Foundation, SRP, Interdisciplinary Pilot and AHD Research proposals:

1. Completed online submission form:
 - A. Includes 250 word project summary and project budget form (See detailed budget guidelines below).
 - B. Submission from the individual investigator account is considered to be faculty signature.
 - C. Subsequent review by the department head (from department head created account) is considered to be department signature.
2. A single PDF containing biosketches prepared using the NIH format (for PI and any co-PI(s)). ~~New format (<http://grants.nih.gov/grants/forms/biosketch.htm>)~~

The proposal proper (see **Evaluation Criteria below**): The page limit for items 3A-E is five (5) single-spaced pages.

3.
 - A. Statement of hypothesis, specific aims/objectives.

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- B. Background and Significance: the significance of the problem to be investigated, with literature citations and preliminary data if appropriate.
- C. Research Design and Methods: Experimental design and methods (including statistical analyses when appropriate).
- D. Anticipated outcomes, impact, and potential pitfalls: A description of anticipated results and the impact of the work in advancing the field. Provide a description of possible obstacles and how they will be managed.
- E. Qualifications of the assembled team, and specific details about anticipated extramural funding applications that will result from this work, including agency, RFP, application dates, etc
- F. References (Note: Not included in page limitation)

Interdisciplinary Pilot Award Supplementary Instructions:

Complete Sections 1-3 above. After section 3C, insert up to one additional page addressing the following points:

- a. Clearly identify the components of the application that are unique to each investigator, including participants and their expertise, and the resources available for this proposal in each laboratory.
- b. Describe any previous collaborations between the laboratories (new partnerships will be favored but are not required), and novel components of the experimental design that result from collaboration.
- c. Specifically state what external funding opportunities will be pursued as follow on applications arising from this award.

In addition to evaluation criteria noted below, Interdisciplinary Pilot Awards will also be ranked based upon this supplementary information and potential for development of new research areas.

Instructions for AES Proposals

Completed online submission form:

- a. Include project budget form (See detailed budget guidelines below).
- b. Submission from the created investigator account is considered to be faculty signature.
- c. Subsequent review by the Multistate Project PI (from PI created account) is considered to be PI's signature.

The proposal proper (limited to 2 pages):

- a. Statement of hypothesis, specific aims/objectives.
- b. Background, Significance, and relationship to Interstate Project (references not required).
- c. Brief description of Research Design and Methods.
- d. Plans for future research funding related to this project.
- e. Number of years of funding requested (maximum 2) and timeline.

BUDGET GUIDELINES

The budget and justification lines will be submitted in the online application form only and should not be included with the uploaded proposal PDF. Items must be budgeted under the categories listed below. The budget must be adequately detailed and justified. We will attempt to award full funding up to \$25,000 if appropriately justified.

- 1. SALARY EXPENSE
Salaries for GRAs, DVM summer researchers, animal technicians, student hourlies, etc. Partial salary for GRA can be requested.
- 2. MATERIALS AND SUPPLIES EXPENSE

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- Research supplies, VTH pharmacy, stockroom, animal feed, etc.
- 4. ANIMAL PURCHASE EXPENSE
- 5. OTHER DIRECT EXPENSE
Services: lab animal care, analytical tests, laboratory analyses, **tuition**, equipment maintenance and any other type of intangible goods except salary expenses.
- 6. EQUIPMENT EXPENSE
If equipment exceeding \$500/unit cost is requested, extensive justification must be provided (attach equipment justification on a separate page).
- 7. TRAVEL EXPENSE
Include only travel necessary to conduct the proposed research. Travel to meetings is not allowed.

Off campus services or personnel costs greater than \$2500 must be justified in the budget

The following are **not allowable expenses**: Salaries for faculty, salaries for non-CSU personnel, administrative support staff, travel to scientific meetings, cost of publications, etc. **NOTE: Animal Health & Disease (AHD) funds cannot be used to pay for student tuition.** Any questions concerning these policies should be directed to the Associate Dean for Research.

Reviewers will scrutinize budgets to assure that funds requested will directly advance the goals of the described research. Proposals that request support for students, personnel, and use services available at CSU (when feasible) will generally be favored over proposals that request money for supplies or services external to CSU. Proposals that are developing a new research direction that extends from research already in progress should clearly demonstrate how the funds will be used to extend, not supplement, a project that is already funded. Budgetary adjustments may be made at the discretion of the review committee and Dean's office.

VI. EVALUATION OF PROPOSALS

The College Research Council will evaluate proposals and will make recommendations regarding funding to the Associate Dean for Research. Investigators will be notified approximately May 1 for funding available July 1.

The Council will confine its considerations during the review to the material in the grant proposal. To allow the reviewers a high degree of objectivity, faculty should adhere to the guidelines for preparation of proposals. Failure to do so will be grounds for rejection without scientific review.

Proposals must contain a testable hypotheses and sufficient details regarding experimental design and statistical analysis. **Please remember that all reviewers may not be experts in your area of research. Thus, proposals should be written with adequate background information and a minimum of technical jargon. Proposed funding must be justified regardless of past research productivity or funding.** Critique rebuttals will not be considered since the case for funding should be contained within the original proposal.

EVALUATION CRITERIA (for all proposals other than Ag Experiment Station Funds)

Points	Part of Proposal proper
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| 20 | <p>A. Hypothesis/Specific Aims</p> <p>(10 points) Introductory paragraph. Clear description of hypothesis to be tested including brief summary of background material that led the investigator to form the hypothesis, written in clear language avoiding technical jargon.</p> <p>(10 points) Clear description of one or two specific aims that will address the hypothesis to be tested. Each specific aim should be accompanied by a list of the experiments that will</p> |
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be performed to address this specific aim. These may be written in the form of questions that the experiments will attempt to answer.

- 40 **B. Background and Significance**
(15 points) This section should expand on the introductory paragraph and include a concise review of the literature that supports the hypothesis to be tested. Preliminary data should be included here if available.
- (25 points) It is the responsibility of the investigator to convince the reviewer of the significance of the problem to be tested.
- 15 **C. Research Design and Methods.**
Provide concise detail of the methods to be used.
- 15 **D. Anticipated Results, Impact, and Potential Pitfalls.** Provide a critical evaluation of the potential results and the potential impact of the work to the relevant discipline. What are the potential problems that may be encountered with each experiment?
- 10 **E. Expectation for Future Funding.** Provide detailed information regarding experience of the team that provides evidence of required expertise to complete the described studies, and SPECIFIC plans for pending or future funding.
- 10 Early career investigators will be awarded up to 10 additional points. Five points for assistant professor rank and five points for cumulative extramural funding <\$50,000.

Interdisciplinary Pilot Awards will also be ranked based upon supplementary information provided and potential for development of new research areas.

Impact Score: Reviewers will also assign an 'impact score' based on overall enthusiasm for the grant. This score will be on a 1-5 point scale (1=high rank, 5=low rank) and will be used to provide an overall rating that blends all elements of the objective scoring noted above. Both the total score and impact score will be assessed during the review and funding process.