

ACCESS TO EMERGENCY CARE GRANT 2024

PRE-PROPOSALS GUIDELINES

Deadline for pre-proposals: February 23, 2024

*Note: Failure to follow the guidelines will be cause for rejection

Pre-proposal must not exceed two pages (single-spaced, 12 point Times New Roman font)

- I. **INVESTIGATORS:** Include the name and contact information for principal investigator, and the names of co-investigators.
- II. **TITLE:** The name of the project
- III. **BACKGROUND:** Include the importance to the public and veterinary emergency and critical care. Applicants should specifically address how the project will improve access to care by reducing client costs and/or eliminating barriers to care. (limit: 500 words).
- IV. **HYPOTHESIS AND OBJECTIVES** (limit: 100 words)
- V. **EXPERIMENTAL DESIGN:** This should include availability of sufficient caseload and proof that investigator(s) is appropriately equipped with skills, personnel and equipment necessary for completion of study (limit 500 words). A power analysis to determine necessary patient numbers and statistical planning should be documented.
- VI. **BUDGET:** This should be divided into key components and include justification for each expense as indicated in application form (note that full-time salaries, overhead, and equipment are not acceptable and cannot be included).
- VII. **PROPOSED TIMELINE**
- VIII. **REFERENCES**

Any questions can be addressed directly to:

dcsilver@vet.upenn.edu

Deborah Silverstein, DVM, DACVECC
Grant Committee Chair, VECCS Gives

ACCESS TO EMERGENCY CARE GRANT 2024

FULL-PROPOSALS GUIDELINES

Deadline for full-proposals: April 26, 2024

*Note: Failure to follow the guidelines will be cause for rejection

The proposal should be written using a digital Word program with 1-inch margins on all sides. The sentences should be single-spaced using 12-point Times New Roman font. The order of the written proposal should follow the outline described below (including use of the outline numbering and headings). Figures, tables and graphics must be included in the “Study Proposal” page limit below and must be readable. Technical terminology should be defined on first usage; acronyms and abbreviations may be used subsequently.

- I. **Title, Name, Institution, and email address of Principal Investigator and all co-investigators (one-page limit).**
 - a. Please include the contact information for the grants officer at your institution if one exists, as well as approval for submission, if required (may be included as appendix).

- II. **Abstract (one-page limit):** This page should contain the project title and a scientific abstract (max 350 words) describing the research project and its relevance to VECCS Gives.
 - a. The abstract should address:
 - i. Subject: (What is the project about? What is the target population?)
 - ii. Significance: (Why is the project being done? Why is it relevant to the practice of critical care?)
 - iii. Hypothesis/Objectives: (Clearly state the hypothesis to be tested, study objectives, or both.)
 - iv. Study Design: (Describe the study design and methods to be used.)
 - v. Expected Results: (What types of findings or results will be produced?)
 - vi. Anticipated Outcomes: (How and to whom will these expected results be useful?)

- III. **Study Proposal (5-page limit):**
 - a. Justification, Significance and Literature Review: Include relevance to animal owners and emergency/urgent veterinary caregivers as well as applicable breeds or species. The literature review should indicate current status of research in the area, including the investigator’s contributions.
 - b. Specific, Testable Hypothesis and Objectives: Please be precise and enumerate.
 - c. Preliminary Data: *Preliminary data that support the proposal will substantially strengthen your proposal.* Indicating that preliminary data exist is not sufficient.
 - d. Experimental Methods and Design:
 - i. Clearly address specific objectives.

- ii. Be precise about experimental design, number of animals, treatments, sampling schedules, expected outcome, etc.
 - iii. For each specific objective, provide a rationale for experimental methods and design and a section on expected outcomes, pitfalls and alternative approaches.
 - iv. Justify any clinical trial numbers that are cited (e.g. with a power analysis). Additionally, if client-owned animals are to be used, please document that the hospital caseload is adequate to provide the number of animals needed to complete the study as proposed within one year.
 - v. Describe the plan for data analysis, including sample size calculations.
- e. Timeline: Indicate sequence and schedule of experiments for the project
- IV. **Cited References** (two-page limit): Include article titles, list all authors (principal investigator and/or mentor name in bold when applicable) and complete references to all publications.
- V. **Budget** (two-page limit):
 - a. This should be divided into key components and include justification for each expense, as seen in example for the pre-proposals. If the proposal is expected to cost beyond this amount, please provide confirmation of available funds to complete the project. Please note that VECCS Gives does not fund full-time faculty salaries, the purchase of laboratory or other capital equipment, or overhead. Any foreign transaction fees that are incurred will be deducted from the total amount awarded.
- VI. **Animal Involvement justification** (no page limit):
 - a. Please provide indication of approval or pending approval for animal use in the project from the appropriate committees (e.g. institutional ACUC or clinical research committee). If client owned animals are to be used, please provide a copy of the client consent form.

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