



ACVD/AAVD RESEARCH AWARD

Sponsored by the

**American College of Veterinary Dermatology Research Foundation
and American Academy of Veterinary Dermatology**

Research grants are offered by the ACVD/AAVD for basic or clinical research in veterinary dermatology. The total amount of funding available this year is up to \$60,000. In case of any remaining funds at end of the project, they should be returned to the Executive Secretary of the ACVD.

Applicants will be expected to propose a project of scientific merit that is applicable to veterinary dermatology. The proposal should describe the feasibility of completing the project within one year of the award and within the proposed budget.

Within two years of the award, recipients have to present the study results at a national/international meeting, preferably the annual NAVDF. A copy of the abstract and the meeting information is to be forwarded to the ACVD executive secretary (Alexis Borich). If the project is subsequently published, a copy of the article should also be forwarded to the ACVD executive secretary.

** The committee requests you submit an electronic copy of your proposal in Microsoft Word to Alexis Borich, the ACVD Executive Secretary by **November 1, 2021**. Her contact information is as follows:

Alexis Borich
(619) 995-6572 cell (Pacific Time Zone)
EMAIL: itchypet@aol.com

Proposals should be prepared according to guidelines. Guidelines for proposals are included on the next page. Grants are evaluated on scientific merit, feasibility, and importance/relevance.

****Please note that the group is now in a position to support up to 8% of University overhead. Requests for salary/ animal examination fees should not exceed 20% of the amount requested. We do not support travel costs associated with the study or presentation of data at conferences.**

Please limit institutional and identifying information to the title page only. To the extent possible, the proposals will be evaluated anonymously. Submitted along with the body of the proposal, as a separate document, should be one copy of the curriculum vitae of each of the principal investigators.

If animals are involved then evidence that ethical approval for the study has been sought is required. For client owned animals please also include the consent form to be used.

Some general comments to consider when writing proposals:

First, please avoid excessive use of acronyms. Excessive use of acronyms can make it very difficult to understand proposals. A proposal that is difficult to understand, compared to other easily understood proposals, can convey the impression the proposal is poorly written or the investigators are less competent than other investigators. Thus, a proposal that is difficult to read lowers the reviewer's assessment of the project. **We suggest that no more than 5 acronyms be used, and that acronyms be defined in a table at the beginning of the proposal.**

Second, please write the proposal so that it could be understood by a colleague from a field unrelated to dermatology. Clear writing implies clear thinking. Clear and well-planned proposals are more likely to receive funding. Also, some testing procedures or equipment may be specific or unique to one area of research. If so, these tests or equipment should be explained in regard to their usefulness and their limitations.

Grant proposals are evaluated based on 3 criteria: One is the importance to the field of veterinary dermatology. The second is the feasibility of completing the study and achieving useable results. The third is on the quality of the experiment.

Importance: A proposal is essentially a "sales pitch". Show why this study is important to the field of dermatology, convince the reviewer why this study is worth funding (e.g. how the proposal will help advance the knowledge of veterinary dermatology or dermatopathology).

Feasibility: It is important to show that the investigators have experience in performing the various aspects of the proposed study, particularly if there are intricate technical procedures. In the preliminary results section, explain the work that has been done by the investigators demonstrating the skills and knowledge necessary to accomplish the specific aims of the proposal (e.g. what studies have been done that have led to the current proposal and why the investigators are qualified to complete the specific aims of the submitted proposal). If there will be collaboration between laboratories, it is important to provide a letter explaining the willingness of a collaborator to perform a specific aspect of the proposal. If there are problems anticipated in the proposal, mentioning those potential problems and potential solutions is very useful. Thorough knowledge of the material and anticipation of problems and how they will be solved

suggests to the reviewer that the investigators are competent and can complete the proposal successfully.

Quality: Quality is evident throughout the proposal. Examples of quality proposals include: 1) those that are well written, well designed, and well planned, 2) those in which preliminary studies/previous experience the investigators have with the proposed study are discussed, and 3) those that follow the requested format/guidelines and submission deadlines.

Guidelines for Proposal Preparation:

Proposals for the research grant offered by the ACVD/AAVD should be prepared according to the guidelines listed below. Applications not adhering to these guidelines may be excluded from consideration.

Cover Page

1. Submitting organization
2. Title of the proposed research
3. Total amount requested
4. Proposed duration
5. Desired starting date
6. Principal investigator
7. Department
8. Phone number
9. To whom the check is to be made payable if the application is successful
10. Where to send the check, and any required identification needed on the check
11. Details of where to send the award notice
12. The font should be Arial, 11 point for the text and 12 point for the title.

Example: 2021 cover page

Proposal to:

ACVD Research Committee
Alexis Borich
Email address: itchypet@aol.com

Submitting Organization:

XYZ State University
City, WA 99364

Title of Proposed Research:

Canine Atopic Dermatitis: a possible cytokine and chemokine driven immune-dysregulation

Total Amount Requested Proposed Duration Starting Date

\$25,000.00 12 months (one year) July 1, 2022

Principal Investigator Department: Phone Number:

Paul K Smith Vet Med: Path (435) 555-1234

Check Made Payable to:

Comptroller, XYZ State University

Send Check to:

XYZ State University Cashier's Office,
Address
Address line 2 if needed
City, State, ZIP
(Information required on the check's memo line, if needed)

Note:

- a. For payment purposes we need to know who the check should be made out to
- b. Who to mail the check to, and the precise address for this check
- c. Any special identifications which should go on the check (for example grant #, account #, attention to ----, etc.

Send Award Notice to:

Office of the Comptroller for Research,
Address
City, State, ZIP
Phone: (122) 555-1234 FAX (122) 556-1233

Title Page: (one page maximum) - – please see example attached

1. Title of the proposed research: **Bold**, Arial, 12 pts centered, (Leave a blank line between the title and investigators).
2. Investigators:
 - include all investigators, primary and collaborators
 - format: first name, last name followed by symbols in superscript indicating affiliation
 - Arial, 11 points, **bold**, centered
 - Affiliation numbered in superscript following last name (leave a blank line between author and affiliation).
 - Affiliation:
 - List affiliation of all authors in order following the superscript (see examples attached)
 - Name of department, School/Institution, City, State, Country (do not include address)
3. Grant Proposal dates: Begin to end (Font Arial 11 **Bold**)
4. A contact person, name, address, phone, e-mail – in the event the committee needs clarification, or other questions answered. (Font Arial 11 pt)

(Examples below)

Example: Title Page

Canine Atopic Dermatitis: a possible cytokine and chemokine driven immune-dysregulation

**Investigators: John P Smith, and Patty L Smith ¹
Collaborators: CM Buchard ², J Amanda Wolff ³**

School of Veterinary Medicine, XYZ State University, City

**Department of Immunology ¹
Department of Pathology, Microbiology,²
Department of Medicine and Epidemiology³**

Grant Proposal: July 2022 - June 2023

Contact address: Amanda Wolff
Address details
City, STATE ZIP
Phone: (area code) number
e-mail: name@place.org

Page 1 (one page maximum):

1 – Provide a brief abstract with clearly stated objectives and the importance of the research, the experimental design and the methods used for achieving the stated objectives.

2 – Specific aim(s): State in general terms the long-term objective(s), what the research is intended to accomplish, and the hypothesis to be tested.

Page 2-3 (two page maximum):

Background and significance: In this section, briefly review the background for the present proposal, and the gaps in knowledge that the proposed project will fill. Appropriate references should be cited.

Page 4-5 (two page maximum):

Preliminary studies: If there are preliminary data to support the hypothesis or to demonstrate that the investigator is familiar with the proposed methodology, they should be included. Ideally, data should be presented in graphical or tabular form with appropriate summaries and interpretations of the results in the text. In this section the investigators should describe what they have done in this area to show that they can do the work. This is not a background section where the literature is referenced about what others have done. This is the section where the investigators show what experience they have in this area of research.

Page 6-9 (four page maximum):

Experimental design and methods: This section should contain a concise discussion of the experimental design and the procedures to be used to accomplish the specific aim(s) listed above. It is important to discuss the means by which the data will be collected, analyzed, and interpreted, and the controls that will be required to allow a proper analysis. The type of statistical evaluation to be used for data analysis should be briefly detailed. It is also important to discuss any potential difficulties and limitations associated with the proposed procedures. If applicable, the investigator should briefly discuss any alternative approaches, which will be used to achieve the aims if the original procedures fail to do so. This section should focus on what can realistically be accomplished within the proposed time frame and budget. This would be a good place to explain how your laboratory is capable of performing this experiment. Such as previous studies that you have done, and how this will help you perform this study. Stating how another laboratory have used the same methods you are proposing is not very helpful to the reviewer in deciding if you are capable of performing this study. It is very important to show the ability of the investigators to perform the tests that are proposed.

Animal use: Any proposal involving animals must be evaluated by the applicant's Institution Animal Care and Use Committee (or equivalent), and a statement to that effect should be included in the proposal. If client-owned animals are to be used in the

project, a client permission form outlined for the project should be appended to the proposal. Unless animal care and use has been addressed, a proposal cannot be considered for funding.

Page 10-11 (two page maximum):

A one to two page detailed budget should be included. ACVD/AAVD will also provide funds for examination fee and technician time. Documentation of technician's salary and benefits must be included.

Page 12 (one page maximum):

References should be provided for the methodology and any background information.

Curriculum vitae or shortened versions of each principal investigator should be appended to the proposal.