

# COLLEGE OF VETERINARY MEDICINE

## GUIDELINES FOR PROPOSALS FOR

### COMPETITIVE EQUINE RESEARCH FUNDS (2017)

#### OVERALL FUNDING OBJECTIVES

The objective of this internal grants initiative is to fund proposals addressing issues of importance to the health and performance of Indiana race horses and other equine athletes that have the potential to evolve into substantial programs capable of competing for extramural support. A second primary objective is to fund proposals addressing significant equine health issues that are unlikely to be funded through other sources. The proposals should be innovative and creative and employ either biotechnological or conventional approaches to answer specific and significant scientific questions. The ultimate decision to fund a proposal will be based on the scientific merit of the proposal. All Purdue Veterinary Medicine (PVM) faculty and their collaborators are urged to apply. Interdisciplinary proposals are encouraged and **must involve at least one PVM faculty member.**

#### GENERAL INFORMATION REGARDING PROPOSAL PREPARATION AND SUBMISSION

All proposals for PVM internal equine competitive funds must be submitted electronically to the Office of Research Programs (c/o [lane35@purdue.edu](mailto:lane35@purdue.edu) or Erin Lane, VAD, Lynn Hall, Room 1177H) by **12 Noon, Monday, December 12, 2016**. The number or size of the awards will not be predetermined; the proposals will be ranked and awards will be made on the basis of scientific merit. Critiques of proposals will be provided to all submitting investigators. Competitively awarded internal PVM moneys will target preliminary stages of a research program that addresses issues of importance to the health and performance of horses in Indiana. Research programs that are unlikely to be funded elsewhere will also be considered.

Broadly, the work or activity that is to be accomplished with the internal competitive PVM funds may be:

- a) the accomplishment of an initial phase of research in the development of a competitive grants program (this research should be suitable for publication).
- b) the development of baseline data for the competitive program (e.g., toxicity levels, dosage for effect levels, etc.).
- c) the development of a working knowledge of unfamiliar procedures that are integral to the overall competitive program.
- d) the development of data of importance to the health and performance of horses in Indiana which might not be funded through other sources.

The proposal should focus upon that portion of the program which will be accomplished with the funds requested hereunder. Annual budgets are to be prepared for the work to be done with the internal competitive PVM funds, **NOT** for the total research program. Funds for each project will be awarded for use over a maximum period of two (2) years, **assuming satisfactory progress in year one**. Submission of no more than one research proposal will be accepted per principal investigator per year.

Funding of a project does not preclude the principal investigator from submitting proposals for new projects in future years. However, principal investigators already holding an active grant are **not eligible** to apply for a second grant until the completion of the first one. **Moneys remaining at the end of the two-year maximum funding period will revert to the central fund unless the investigator(s) can justify an extended support time period with a written request to the ERAB.** Requests for additional money on a previously funded project will be considered by the ERAB if significant progress has been made and there is evidence that additional data is necessary to achieve a competitive level for external funding.

## **FORMAT OF COMPETITIVE EQUINE RESEARCH PROPOSALS**

*-- Compile Proposal Pieces in the Following Order --*

### **GENERAL GUIDELINES**

#### **1. TITLE PAGE**

Title page must:

- a) indicate estimated time commitment of principal investigator and co-investigator(s)
- b) indicate submission of progress and lay reports (where applicable)
- c) indicate application for external funding (where applicable)
- d) indicate publication of research findings (where applicable)
- e) indicate conference presentation (where applicable)
- f) indicate budget requested
- g) be signed by the department head of the principal investigator

#### **2. CO-INVESTIGATORS AND COLLABORATORS (Appendix B)**

Provide a summary of information including:

- a) Name, position, department
- b) estimated time commitment on the project
- c) signature

(Use attached title pages - Appendices A and B)

## **RESEARCH PROPOSAL - PART I** Proposal to be Funded Internally

--Begin Numbering Pages with This Section--

1. **PLAN OF WORK AND EXPERIMENTAL DESIGN FOR THE ACTIVITY TO BE ACCOMPLISHED WITH THE REQUESTED FUNDS.** To be presented in the following sequence:
  - a) Hypothesis to be tested (if applicable). Specific Aims.
  - b) Background. Statement of the problem. Literature Review.
  - c) Preliminary Results/Progress report.
  - d) Methods of Approach (Methodology, Statistical Analysis). Experimental Design.
2. **BUDGET** for the activity described in plan of work and experimental design (No. 1 above). Provide separate budgets for Year 1 and Year 2. Specify the total amount requested for the two years.

The budget categories are as follows:

- a) Materials and supplies
- b) Non-expendable equipment
- c) Salaries and wages. Faculty salaries will not be funded (these are considered cost sharing by the department). As a general policy, technicians and graduate student salaries will **NOT** be funded. However, consideration will be given in exceptional cases. Salaries for student employees may be considered.

## **RESEARCH PROPOSAL - PART II** Supporting Information Explaining How the Proposal Above Fits into an Overall Research Program

1. **INTRODUCTION TO THE OVERALL RESEARCH PROGRAM**
  - a) One-page abstract suitable for publication in the popular press is required. This abstract must include a statement of the relevance of the project to the Indiana horse industry.
  - b) The long-term goals of the overall program. An outline of the scope or concept of future extramural grant proposal(s).
2. **REFERENCE LIST**

The reference list need not be extensive but should be representative of the most pertinent and worthy references. Place your reference list as an addendum behind your proposal. It will not be counted in the 12-page limit (see below). Please follow the standard reference format as used by the *Journal of the American Veterinary Medical Association* (only first 3 authors, cited in text by superscript numbers in order of citation).

## **RESEARCH PROPOSAL – PART III** Required complimentary information

1. **APPLICATION FORM FOR PURDUE ANIMAL CARE AND USE COMMITTEE APPROVAL (PACUC FORM NO. 1)**

If animal work is involved, funds will not be allocated without evidence of PACUC approval. Approval is not required at the time the proposal is submitted for funding; however, evidence that the application form 1 submitted to PACUC must be indicated on the attached page called, “Status of PACUC Approval” (Appendix C).
2. **BIOGRAPHICAL INFORMATION FOR PRINCIPAL INVESTIGATOR AND CO-INVESTIGATORS (NOT TO EXCEED TWO PAGES FOR EACH INVESTIGATOR) (Appendix D)**

Provide a summary of activities including:

- a) education (degrees/year awarded) and employment history
- b) current grants funded
- c) current grant applications pending (internal and external)  
recent publications (within last five [5] years whether or not they directly relate to this project)

3. CO-INVESTIGATOR AND COLLABORATOR INFORMATION

- a) for each co-investigator, provide a letter authored by him/her outlining his/her specific contribution to the project.

## PROPOSAL FORMAT

1. The proposal (Parts I and II) must be electronically submitted on not more than 12 double-spaced, 8 1/2" x 11" pages (not including those pages listed in the "General Guidelines" section). Part III information will not be counted in the 12-page limit.
2. The pages are to have a minimum of 1-inch margins on the sides, top and bottom. The size of the letters must be at least 12 font.
3. **One Electronic copy** of the proposal in **Word or PDF format** and accompanying material must be received by the Office of Research Programs, Erin Lane ([lane35@purdue.edu](mailto:lane35@purdue.edu)) by the set deadline. The submission is to be sent in **one file only** and should be titled as: Last name of PI~ERAB Proposal2017.doc or PDF, whichever applies.

## PROPOSAL REVIEW PROCESS

Each proposal will be assigned a primary reviewer and two secondary reviewers who are members of the Equine Research Advisory Board (ERAB). Where needed, expert opinion will be sought on *ad hoc* basis. The reviewers will present their reports on the scientific merit of assigned proposal to the ERAB. The proposal will then be discussed by the Board and its funding priority will be determined. The director of Equine Research Programs will chair the review session. He/she will moderate the discussions for consistency and fairness. He/she will not review any individual proposal.

The review of proposals will be completed by the end of February 2017. Notification of awards will be made soon thereafter.

## EQUINE RESEARCH ADVISORY BOARD

### Membership 07/2016-07/2017

Doctor's Name	Year Serving	Address	Phone	Fax	E-mail
Hawkins, Jan	2	VCS-Lynn G416B	48563	61108	<a href="mailto:hawkinsj@purdue.edu">hawkinsj@purdue.edu</a>
Couetil, Laurent	Chair	VCS-Lynn G408	46808	61108	<a href="mailto:couetil@purdue.edu">couetil@purdue.edu</a>
Robinson, Paul	3	BMS-Lynn 1300	46449	40781	<a href="mailto:jpr@flowcyt.cyto.purdue.edu">jpr@flowcyt.cyto.purdue.edu</a>
Colleen Brady	2	ANSC – AGAD 227	48433		<a href="mailto:bradyc@purdue.edu">bradyc@purdue.edu</a>
Hsin-Yi Weng	1	CPB-VPTH 127	40445		<a href="mailto:weng9@purdue.edu">weng9@purdue.edu</a>
Dr. Marianne Ash	2	Indiana Horse Council Rep Indiana BOAH	317-544-2411		<a href="mailto:mash@boah.in.gov">mash@boah.in.gov</a>
Dr. Rod Leibring	3	Indiana Association of Equine Practitioners	812/457-7761		<a href="mailto:leibring@sbcglobal.net">leibring@sbcglobal.net</a>
Dr. Jim Myers	3	5351 South Main Street, Whitestown, IN 46075	317-496-1031	N/A	<a href="mailto:jmyers317@gmail.com">jmyers317@gmail.com</a>

Direct questions to the Office of Research Programs at 1177H Lynn Hall or 63487.

## REQUIREMENTS UPON RECEIPT OF COMPETITIVE EQUINE RESEARCH FUNDING

The following are requirements of investigators who receive College of Veterinary Medicine Competitive Equine Research funding.

1. At the end of the first year, a **written progress report must be submitted** for evaluation by the Equine Research Advisory Board. The report is to be submitted *electronically* to lane35@purdue.edu as a Microsoft Word or PDF document before the deadline. Additionally, a **lay article suitable for publication is required (500 words maximum)**. Both documents must be *electronically* submitted in two separate files to the Office of Research Programs ([lane35@purdue.edu](mailto:lane35@purdue.edu)) by **12 Noon, Monday, December 11, 2017**. There is no specific format for the progress report. However, it should be brief (1-3 pages) and include information regarding current or pending publications or external grants. Funding for year two will be contingent on demonstration of satisfactory progress in year one. Your first year-end report should be titled as: Last name of PI~ERAB progressrpt yr1.doc or PDF (whichever is appropriate) and your lay article should be sent as: Last name of PI~ERAB lay article yr1.doc or PDF (whichever is appropriate).
2. Proof of external grant submission and/or submission of manuscript(s) to refereed journals is expected within six (6) months after end of the funding period. At the expiration of six (6) months, the principal investigator will become ineligible for further PVM internal equine competitive funding until this condition has been met.
3. The grantee may be called upon to make an informal presentation on her/his research findings at one of the following conferences:
  - ❖ Indiana Horseman's Conference
  - ❖ Indiana State Fair
  - ❖ Indiana Veterinary Medical Association Conference
  - ❖ Phi Zeta Day
  - ❖ PVM Fall Conference
4. The following statement is required in the funding acknowledgement section of any scientific manuscript submitted for publication based on work supported by the Competitive Equine Research Fund:

“Supported by the state of Indiana and the Purdue University College of Veterinary Medicine research account funded by the total wager tax.”

**COLLEGE OF VETERINARY MEDICINE  
PROPOSAL FOR COMPETITIVE EQUINE RESEARCH FUNDS (2017)**

TITLE: \_\_\_\_\_

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**PRINCIPAL INVESTIGATOR**

1) NAME: \_\_\_\_\_ 2) POSITION: \_\_\_\_\_

3) DEPARTMENT: \_\_\_\_\_

4) ESTIMATED TIME COMMITMENT: \_\_\_\_\_%

5) Have you ever received funds from this program as a **Principal Investigator**? \_\_\_ Yes \_\_\_ No

6) If yes, in which years? \_\_\_\_\_

7) If you have been funded by this program in the past:

a) has a progress report been submitted for the previous project? \_\_\_ Yes \_\_\_ No

b) has a final report been submitted for the previous project? \_\_\_ Yes \_\_\_ No

*If progress or final reports have not been submitted, please provide a detailed explanation.*

c) have your research findings been published? \_\_\_ Yes \_\_\_ No

*If yes, attach a list of publications from previous projects funded by this program in the past five years*

d) has a grant proposal for extramural funds been submitted? \_\_\_ Yes \_\_\_ No

*If yes, attach a list of grant proposals submitted since receipt of your last award*

8) Amount requested (Grant year: April 1 – March 31)

1<sup>st</sup> Year:

2<sup>nd</sup> Year:

Total funds:

9) PRINCIPAL INVESTIGATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

10) PRINCIPAL INVESTIGATOR'S DEPARTMENT HEAD: \_\_\_\_\_

11) DEPT. HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPENDIX B:**

**CO-INVESTIGATORS AND COLLABORATORS**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EST. TIME COMMITMENT: \_\_\_\_\_%

EST. TIME COMMITMENT: \_\_\_\_\_%

SIGNATURE: \_\_\_\_\_

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NAME: \_\_\_\_\_

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EST. TIME COMMITMENT: \_\_\_\_\_%

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**APPENDIX C:**

**STATUS OF PACUC APPROVAL**

(Attach a copy of your PACUC Approval form)

**APPENDIX D:**

**BIOGRAPHICAL SKETCH**

<b>NAME</b>	<b>POSITION TITLE</b>
<b>DEPARTMENT</b>	<b>PHONE:</b> <b>FAX:</b> <b>E-MAIL:</b>

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)

<b>INSTITUTION AND LOCATION</b>	<b>DEGREE (if applicable)</b>	<b>YEAR(s)</b>	<b>FIELD OF STUDY</b>

**PROVIDE THE FOLLOWING INFORMATION: A) Professional experience beginning with your current position; B) current and pending support including internal and external sources; C) peer reviewed publications for the past five years.**