INSTRUCTIONS

The proposal must be clear, readily legible, and conform to the following three requirements: (1) The height of the letters must not be smaller than 10 point; (2) Type density must be no more than 12 cpi; (3) No more than 6 lines of type must be within a vertical inch.

A. Title and Signature Page (Use special form): The title must provide a brief, clear, and specific designation of the subject of the research. The title will be used for the USDA Current Research Information System (CRIS), for information to the General Assembly and Congress, and for press releases.

B. Abstract Page (Use special form): In 250 words or less, describe your proposed research including its objectives, methods, and significance including benefits to animal health.

C. Research Plan: This section is limited to 5 pages single spaced.
   1. Objectives: (Maximum 1 page) State the question or present hypothesis to be addressed by the specific aims or objectives presented in this section. Provide clear, concise, complete, and logically arranged statement(s) of the specific aims of the research. No more than four objectives by fiscal year. Specify which investigator is primarily responsible for each objective.

   2. Justification. Describe (1) The importance of the problem to the needs of the animals in Georgia, the Southeast, and the Nation, being sure to include estimates of the magnitude of the problem; (2) the importance of starting the work now; and (3) reasons for the work being performed in your laboratory. If relevant, describe how extramural grant proposals are expected to result from the proposed research.

   3. Literature Review. Review pertinent publications with emphasis on their relationship to the research. Cite important and recent publications. Citations must be accurate and complete including the title of the article. Literature citations should be appended to the proposal and are not included in the 5 page limit.

   4. Preliminary Data. Describe the relevancy of the proposed research to ongoing and as yet unpublished research at your own and at other institutions. List your grants and support in related areas.

   5. Experimental design. Provide a statement of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures must correspond to the objectives and follow the same order. Procedures must include items such as the sampling plan, experimental design, and analyses anticipated. The
The experimental design must be written in a narrative format, (this is not a to-do list) as if it were a USDA, NIH, or Morris grant application. Diagrams or figures are included in the five page limit. This grant application must state species of animals used and special steps to be taken to ensure humane care and treatment of these animals. Point out any procedure, situation, or materials that may be hazardous to personnel and the precautions to be exercised. The experimental design must also include the following sections: Expected Results, and Anticipated Problems and Their Solutions.

6. Research time table. Provide a timetable for all important phases of the research.

D. Research outcome. (1) For immediate disease problem studies mention meetings in which the findings from this research work will be presented as well as journal to which the manuscript(s) resulting from this work will be sent. Please, supply dates for meetings and manuscript submission. (2) If your grant is to obtain preliminary data you must identify a specific granting agency or request for proposals (RFP’s) along with proposal deadlines, for where you expect to apply for funding.

E. Facilities and Equipment: State the location of the work and describe available facilities and equipment.

F. Personnel Support: List names of all personnel who will be involved in the research, and an estimate of their time commitment to the project. For each scientist involved, include an estimate of the time commitments necessary.

G. CV. Each grant application is to contain a CV for all investigators and personnel involved in the proposal. The CV will include: (1) Education; (2) Academic and Professional Positions; (3) Honors; (4) Publications in peer reviewed journals for the past four years AND additional publications pertinent to this proposal. The CV must not exceed two pages.

H. Progress Report: Provide a progress report not to exceed 1 page of text and 2 pages of data on the principal investigator’s most recently funded VMES project if completed within the previous five years. Publications and presentations resulting from VMES projects within the last five years must be listed. A comprehensive final report must be submitted within 90 calendar days after the expiration date of the grant or at the time the next VMES proposal is submitted if prior to the end of the 90 days.

I. Budget (use form attached) and Budget Justification: On an additional page, provide a comprehensive justification of items requested. Equipment with a unit cost of less than $1,000 can be included in supplies. Reviewers will specifically evaluate pricing and justification of supplies. Grants that require the disposal of animals should include the appropriate fees:

J. Animal Use Proposal: State approved Animal Use Proposal number applicable to this project on the Title and Signature Page or provide a completed form (original and one copy) with the top copy of your proposal. The AUP should be separate and not stapled to the
proposal. If client animals are to be used, Hospital Board approval is required in lieu of an Animal Use Proposal.
Animal Use Proposal and other forms:
http://www.ovpr.uga.edu/forms/animal.html

K. Biohazardous Research Checklist: Provide completed original and one copy of the pink colored checklist with the top copy of your proposal. The checklist should be separate and not stapled to the proposal.
Biohazardous Research Checklist and other biosafety forms can be found here:
http://www.esd.uga.edu/bio/permits.html

Please submit one original with signatures and one electronic copy in PDF or Word format (preferentially as an email attachment) of your research proposal to the office of the Associate Dean for Research or email to Melissa Farmer at melissam@uga.edu.

NOTE: Proposals submitted that do not follow the guidelines will be returned to the principal investigator and will not be considered for funding.
Check One: Food Animal-Equine Proposal ________ Companion Animal Proposal ________

Principal Investigator:____________________________________________________________

Department:______________________________________________________________

Co-investigators: 1. ____________________________ 2. ________________________________

Title of Proposal: ______________________________________________________________

Do not exceed 80 typewriter spaces, inclusive of spaces between words and for punctuation.

Approved Applicable Animal Use Proposal No. ____________________

Project Period: From July 1, 2006 through May 31, 2007

Most Recent VMES Research Grant Title and Project Number:

Signatures:

__________________________________ Facilities, space, equipment, and time are available
Principal Investigator  Date  to complete the above requested project. Animal

__________________________________  Resources will be used to handle all animals unless an
Department Head  Date  exception is obtained.

Discuss special animal resource needs with Dr. Steve Harvey prior to submission of your research
proposal and the Animal Use Proposal.
VMES ABSTRACT* -- FY 2007

Principal Investigator: ___________________________________________________________

Co-investigator: 1. ____________________________ 2. _______________________________

Title:_________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Abstract:

Budget Summary:

Previous VMES Funding: FY 04___________ FY 05___________ FY 06___________

Requested Funding: FY 2007
  Personnel
  Supplies
  Animals
  Animal Care
  Services
  Travel
  Other (specify)
  TOTAL

*Please limit the abstract to 250 words, single spaced.
Budget (FY 2007)  

Principal Investigator _______________________________  

Personnel  
1. Technical Including Fringe Benefits  
2. Graduate Student  
3. Hourly: No. hours ___ Hourly rate ____  

TOTAL $______  

Supplies (Excluding animals)  

TOTAL $______  

Animals  

TOTAL $______  

Animal Care  
Species  No. days  Per diem  
____  ____  ____  
____  ____  ____  

TOTAL $______  

Services  
Statistical consulting  
Electron Microscopy  
Histopathology  
Clinical Pathology  
Other (Specify, e.g., computer services)  

TOTAL $______  

Travel  
TOTAL $______  

Other (Specify)  
TOTAL $______  

GRAND TOTAL $______  
(Omit Cents)  

Provide justification on a separate page.