



UCVM Area: Research

Clinical Research Fund Application Form

UCVM Principal Investigator ^{1*}		Email*
Co-Applicant ²	Affiliation	Email
Co-Applicant ²	Affiliation	Email
Co-Applicant ²	Affiliation	Email
Co-Applicant ²	Affiliation	Email

Title*	
Proposed Start Date*	Proposed Completion Date*
Amount Requested*	

CERTIFICATION REQUIREMENTS

HUMAN SUBJECTS: All research that involves humans, their data, or human biological materials must be reviewed and approved by the University of Calgary Research Ethics Board (REB) before the research may begin. This includes research involving surveys, interviews and questionnaires.

ANIMAL CARE AND USE: All animal care and use must be reviewed and approved by the Animal Care Committee before the research may begin to ensure that the study is ethical, that the animals are treated humanely and that the appropriate species and appropriate number of animals are being used.

BIOHAZARDOUS MATERIALS: Handling and storage of biohazardous materials must be approved by obtaining a Biosafety Permit from the Biosafety Committee prior to commencing research involving biohazardous materials.

Does this work involve human subjects? *	Yes	No
Does this work involve animals? *	Yes	No
Will biohazardous materials be used or stored? *	Yes	No

¹The Principal Investigator must be a UCVF faculty member

²DVLC partners may apply as co-applicants with a UCVF faculty member as PI

SIGNATURES

The signatures below certify that the applicant(s) will use the funding only for the purposes indicated in the proposal and corresponding budget, and that the applicant(s) have the time necessary to take on this research project.

- The Principal Investigator and all co-applicants are required to sign.
- Electronic signatures are accepted.

Principal Investigator*		
Name	Signature	Date
Co-Applicant		
Name	Signature	Date
Co-Applicant		
Name	Signature	Date
Co-Applicant		
Name	Signature	Date
Co-Applicant		
Name	Signature	Date

SUMMARY OF THE PROJECT

Provide a summary of your proposal on this page (**maximum 400-word count**). Using lay terms that the public can understand, briefly describe the proposed research activity, why it is of interest and the expected outcomes. Use a font size no smaller than Arial 11-point or Times New Roman 12-point.

BUDGET SUMMARY

Category	Amount
Personnel* (I.e. Undergraduate student, graduate student, post-doctoral fellow, intern, resident, research assistant, research associate, technician, staff)	
Animals and Animal Care*	
Equipment*	
Materials and Supplies*	
Lab Services*	
Travel*	
Publication Costs*	
Other expenses* (specify)	
TOTAL GRANT REQUEST*	

INELIGIBLE COSTS

- Conference travel costs;
- Tuition and course fees, entertainment, report writing and copying expenses, subscriptions and retroactive expenses;
- Electronic communications: telephone lines, equipment, voice mail, Ethernet, Internet and similar electronic monthly or connection charges;
- Clinic release time.

APPLICATION INCLUSIONS CHECKLIST

	Project Description*	<p>The project description is to be provided as an attachment.</p> <ul style="list-style-type: none"> • Max 3 pages including figures. Max 1 page for list of references (3+1). • More details on page 7 of this application
	Budget Justification*	<p>The budget justification is to be provided as an attachment.</p> <ul style="list-style-type: none"> • Max 1 page. • More details on page 8 of this application
	CV for each applicant and Co-applicant*	Include a CV in UCVM Standardized CV or CCV format for each applicant and co-applicant
	Declaration of Overlap of Funding*	Included on page 5 of this report
If Applicable:		
	CRF Interim Progress Report	Included on page 6 of this report

DECLARATION OF POTENTIAL OVERLAP OF FUNDING

List current funding held or applied for by principal applicant (project name, start and end dates, co-applicants, funding amount, funding agency). **Please complete one table per funding opportunity, multiple pages may be used.**

Project			
Start Date		End Date	
Sponsor		Funding Amount	
Co-Applicants			
Brief summary of project scope			
Does any of this funding relate to this project proposal?		Yes	NO

Project			
Start Date		End Date	
Sponsor		Funding Amount	
Co-Applicants			
Brief summary of project scope			
Does any of this funding relate to this project proposal?		Yes	NO

Does any funding held by co-applicants relate to this project proposal?		Yes	NO
For all funding held by applicant and by co-applicants, justify why each active project does/ does not overlap with this project:			

CRF INTERIM PROGRESS REPORT (complete only if currently holding a CRF award)

UCVM Principal Investigator	Email
Co-Applicant	Affiliation
Co-Applicant	Affiliation
Co-Applicant	Affiliation
Co-Applicant	Affiliation
Title	
Start Date	Completion Date

Do not exceed space provided. Briefly describe progress to-date including collaborations between faculty members and DVLC training opportunities:

List any publications or grants (planned or submitted) as a result of the project-to-date:

PROJECT DESCRIPTION

- **The project description is to be provided as an attachment.**
- Maximum 3 pages including figures. Maximum 1 page for list of references (3+1).
- Use a type font of no less than Arial 11-point or Times New Roman 12-point, with 2 cm margins.
- Indicate the name of the applicant and title of the project in the header.
- Write your proposal in clear, plain language. Not all committee members will have an intimate knowledge of the subject matter of all proposals, so avoid jargon or highly-technical writing.
- Try to anticipate (and answer) any questions the assessors could raise.
- Note that applications will be assessed according to this criteria, each with equal weighting:
 - Quality of the Research
 - Project fit with Researcher's Team Expertise
 - Quality of clinical collaboration
 - Quality of the Training Environment

Please address the following sections:

INTRODUCTION

- Describe the problem or topic to be researched and include relevant background information.
- Outline the significance or importance of the research to be undertaken.

RESEARCH PLAN

- Define the hypothesis – objectives and aims – of the problem or topic to be researched.
- The proposal should relate the planned research to other work in the field, making use of references supporting or opposing the hypothesis being tested.
- Describe any potential pitfalls and propose alternate approaches that may be taken.

METHODS

- Clearly describe and explain your choice of methods and procedures that will be used (how the research will be done), the sequence of events, the resources required and personnel, facilities, equipment, materials, etc.
- Essential research instruments, such as a questionnaire, must be appended if they constitute the basis of the proposed research.

EXPECTED RESULTS AND SIGNIFICANCE

- Describe the expected results of the research.
- Include a statement of the potential significance, future use, relevance or application of the results.

RESEARCHERS

- Provide a description of each applicant's background, skills and expertise. Include the track record of each applicant in this field and describe their role in the proposed research. Emphasize work related to present proposal.
- Include work to be performed/service to be provided by each employee.
- Indicate whether this project promotes collaborative research between UCVM faculty and DVLC partners, and if so, is this a new or continuing collaboration and describe any past collaborative projects performed by the applicants.

TRAINING ENVIRONMENT

- Describe any research training opportunities presented by this project.
- Provide a description of the work to be performed by each trainee (undergraduate student, graduate student, post-doctoral fellow or resident).
- Explain what skills and training will be gained or developed through their involvement in this project.
- Describe the track record and/or ability of the researchers in supervising and mentoring research trainees.

BUDGET JUSTIFICATION

- **The budget justification is to be provided as an attachment.**
- Maximum 1 page.
- Please use a type font of no less than Arial 11-point or Times New Roman 12-point, with 2 cm margins.
- Indicate the applicant name and title of the project in the header.
- Justification should be provided confirming the necessary funding is not already available from other sources (e.g. Chair funding).
- Address all of the following, if relevant:

PERSONNEL

- Identify all employees who will work on this project, even if not funded by this grant.
 - Include employees who are to be recruited, the type (undergraduate, graduate, post-doctoral, intern, resident, technician, research assistant, research associate or staff), and salary source.
- Indicate whether there is any other existing or applied-for research support for these employees.
- If you are requesting UCVM teaching technicians to be involved in the work, please specify expected time commitment. Approval may be granted by the Associate Dean, Academic for this time to be provided in support of the project as 'in-kind' contribution.

ANIMALS and ANIMAL CARE

- Provide a rationale for any animal and associated animal care costs.
- Indicate whether there is any other research support for animal costs, or other planned use for the animals beyond that required by the study (which ought to be reflected in the cost).
- If animals owned by UCVM and in the teaching herd are to be used, detail the amount of time expected. Approval may be granted by the Associate Dean, Academic for this time to be provided in support of the project as 'in-kind' contribution. This would also be governed by the UCVM Policy on Shared Use of Teaching and Research Animals.

EQUIPMENT

- Identify all equipment items to be purchased using grant funds and provide a rationale.

MATERIALS and SUPPLIES

- Identify and briefly rationalize consumable items required specifically for the study.

LAB SERVICES

- Identify any lab services to be paid for using grant funds and provide a rationale.

TRAVEL COSTS

- These costs may include travel and accommodation costs to conduct the work, travel costs for visiting researchers or travel costs to collaborate with peers. Conference travel costs are not eligible.

PUBLICATION COSTS

- Justify any publication costs (e.g., journal charges) to be paid for using grant funds. Maximum limit of \$1,000 may apply.

OTHER EXPENSES

- Identify and justify any other expenses.
- Explain any overlap with other, similar, funded projects. Justify that you do not already have funding for this project from other sources.