



UCVM Area:

Research

Clinical Research Fund Guidelines

Submissions will be accepted from the following:

UCVM faculty as principal or co-applicants
DVLC partners as co-applicants

Applications are submitted to ucvmcrf@ucalgary.ca

(electronic signatures are preferred on signature page)

UCVM Research Office
Cal Wenzel Precision Health Building, CWPH 2D43
Foothills Campus, University of Calgary
Questions & Submissions ucvmcrf@ucalgary.ca

- Please read these guidelines before filling out your application
- Only one application per applicant per competition is allowed.
- Applicants who currently hold a Clinical Research Fund award must complete an interim activity report to be submitted with this application.

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Purpose

The UCVM Clinical Research Fund is offered by the University of Calgary Faculty of Veterinary Medicine (UCVM) Research Office. Funding competitions for the UCVM Clinical Research Fund will be held once per year.

The purpose of the UCVM Clinical Research Fund is to support original clinical research at UCVM and its partners in the Distributed Veterinary Learning Community (DVLC), and to support advanced training in clinical research.

The following types of applications are particularly encouraged:

- Clinical projects that are not within the remit of the major provincial and national external funding agencies;
- Projects from clinical faculty who are working in the UCVM distributed veterinary teaching hospital;
- Collaborative research projects between UCVM faculty and DVLC partners.

Award Amount and Term

Funding requests can be up to a maximum of \$30,000 for the duration of each project. There is no minimum size per project. Awards are for a maximum term of two years. The amount requested must be clearly justified in the proposal. UCVM Clinical Research Fund awards are not renewable.

Timelines

Specific annual dates will be communicated by the UCVM Research Office. Anticipated timeline as follows;

August:	Funding call communicated to faculty
October:	Deadline for grant applications
November-December:	Review of applications
December-January:	Notifications of award

Eligibility

Eligible Applicants

UCVM Faculty:

Only individuals holding academic appointments within UCVM are eligible to apply as primary applicants.

DVLC Partners:

Members of any of the organizations that are formally associated with UCVM through the Distributed Veterinary Learning Community are also eligible to apply as co-applicants with UCVM faculty members.

Conditions:

- Applicants must hold an appointment that extends beyond the duration of the award.
- Individuals whose employment has not yet commenced may also apply. In the event an award is made, funds will not be released until the actual start of employment.

Eligible Costs

- Animals; Animal care and housing
- Consumables;
- Equipment;
- Laboratory services;
- Publication costs of up to \$1,000 to assist with the cost of having the results appear in an appropriate journal;
- Salaries (i.e., undergraduate student, graduate student, post-doctoral fellow, intern, resident, research

- assistant, research associate, technician or other staff salaries); and
- Travel required for the purpose of performing the research.

Criteria for Assessment

Applications will be judged according to the following criteria, which have equal weighting (refer to the assessment form). The onus is on applicants to address these explicitly in their proposals.

1. *Quality of the Research:*

- The proposed research addresses a significant, important issue.
- The hypotheses or the questions to be addressed are appropriate and formulated clearly.
- The relevant literature has been appraised and evaluated in a critical fashion.
- The experimental design and methods of analysis are feasible and appropriate, and will lead to valid, reliable results.
- This research has the potential to lead to significant or relevant results that will advance the state of knowledge in the field, or result in future use or application.
- Success in this project will increase the applicants' ability to attract external funding in the future.

2. *Project Fits with Researcher's Team Expertise :*

- The researchers have a thorough understanding of the problem and the current state of knowledge in this area.
- The track records of the researchers are appropriate to the research proposed.
- The researchers and collaborators have the skills and expertise to take on this project.

3. *Quality of the clinical collaboration:*

- The extent to which this can be considered a clinical, or clinically relevant, research project as opposed to a basic science project.
- The extent to which this project encourages collaboration between faculty members and DVLC members.

4. *Quality of the Training Environment:*

- The proposed research offers good opportunities for research training (e.g., graduate student, intern, resident, summer student).
- The research training described will provide good exposure to research methods and/or skills development.
- The researchers have the track record and/or ability to supervise and mentor project trainees.

In addition, decisions on awards may also consider the following:

- Previous awards from the UCVM Clinical Research Fund
- Compliance with reporting requirements for previous awards.
- The applicant's efforts or plans to apply to external sponsors.
- Other resources available to the applicant(s) for the proposed project. Justification should be provided confirming the necessary funding is not already available from other sources (e.g. Chair funding).
- The appropriateness of the amount requested in terms of the project plan and in terms of the total funding available.

Accountability Requirements

Research grant funds may be used only for the project and purposes described in the application, subject to any special conditions given in the Notice of Award or in correspondence from the UCVM Research Office.

Award recipients must also abide by all University of Calgary policies and procedures including, but not limited to, Intellectual Property, Integrity in Scholarly Activity, Employment of Family/Relatives, Ethics in Human Research,

Animal Care and Use, and Biosafety. Awards may be terminated with or without notice if conditions are not observed.

Unexpended funds will be returned to the Faculty after the end date of the award. Any over-expenditure of funds is the sole responsibility of the project holder.

Recipients of UCVM Clinical Research Fund awards are required to formally acknowledge the financial support of the fund in any presentation and publication of the research results.

Reporting Requirements

- If at time of submitting a new application an applicant currently holds a Clinical Research Fund award, applicant shall submit an interim activity report found in the application form;
- Within three months of the end of the award term, applicant shall submit a final activity report to ucvmcrf@ucalgary.ca using *Final Activity Report Form*.
- Recipients may be asked to present their research findings to a UCVM audience (e.g. UCVM Festival) following the end date of their project.

Failure to comply with the above requirements may adversely affect future applications to internal competitions through the Research Office.

Compliance

Projects may require compliance certificates such as Animal Care and Use, Ethics in Human Research, and Biohazardous Materials. If awarded, applicable compliance certificates or staged approvals must be in place in order to access project account funds at the University of Calgary. Please contact the Research Office ucvmcrf@ucalgary.ca for more information.

Forms & Submission Process

All requests for funds from the must use the *Clinical Research Fund Application* and submit the application to ucvmcrf@ucalgary.ca. Font and type size must be no smaller than "Arial" 11-point or "Times New Roman" 12-point, with 2 cm margins. Use only the space provided in the form. Additional pages may be used where indicated in the application. Additional pages not indicated in the application will not be considered.

A complete application includes the following sections and attachments as a single PDF file:

- Application Form (including declaration of potential overlap funding)
- Project Description,
- Budget Justification,
- Standardized CV or CCV

When applicable: additional information concerning the following should be submitted with the application:

- CRF Interim Progress Report (within the CRF Application Form)

Applications should be submitted as a single PDF file to ucvmcrf@ucalgary.ca by the applicable annual deadline.