

# UCVM VETERINARY EDUCATION 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 [ucvmverf@ucalgary.ca](mailto:ucvmverf@ucalgary.ca)**

*(electronic signatures are accepted on signature page)*

UCVM Research Office  
CWPH Building, 2D43  
Foothills South Campus, University of Calgary

Questions: [ucvmverf@ucalgary.ca](mailto:ucvmverf@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 Veterinary Education Research Fund award must complete an interim activity report to be submitted with this application.

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# UCVM Veterinary Education Research Fund GUIDELINES

## Purpose

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

The purpose of the UCVM Veterinary Education Research Fund is to support original research in the area of veterinary education in UCVM, along with its partners in the Distributed Veterinary Learning Community (DVLC). Collaborative research projects between UCVM faculty and DVLC partners are encouraged.

## Award Amount and Term

Funding requests can be up to a maximum of \$10,000 for the duration of each project. There is no minimum size per project. Awards are for a maximum of two-year terms. The amount requested must be clearly justified in the proposal. UCVM Veterinary Education Research Fund awards are not renewable.

## Timelines

March 2024:	Funding call communicated to faculty
<b>May 6, 2024:</b>	Deadline for grant applications
May 2024:	Review Committee meeting Leadership Committee to ratify award decisions
June 2024:	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*

Eligible costs include the following:

- Animals; Animal care and housing;
- Consumables;

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- 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. **Project aligns with UCVM Research Priority Area Veterinary Education Research**

- The extent to which the project fits within the Veterinary Education Research Priority Area.
- The extent to which the project builds collaborations between faculty members in veterinary education research.

### 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 take into account the following:

- Previous awards from the UCVM Veterinary Education Research Fund
- Compliance with reporting requirements for previous awards
- The applicant's efforts or plans to apply to external sponsors

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- Other resources available to the applicant(s) for the proposed project. Justification should be provided that the necessary funding is not already available from other sources.
- 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 (available at <http://www.ucalgary.ca/policies>).

Applications will be reviewed by the Associate Dean, Research and a panel of UCVM faculty members with appropriate expertise. Decisions will normally be announced in May.

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 Veterinary Education 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

Recipients of UCVM Veterinary Education Research Fund awards are required to submit the following reports to the UCVM Research Office:

- If at time of submitting a new application an applicant currently holds a Veterinary Education Research Fund award, applicant shall submit an interim activity report found in part 6 of the application form;
- Within three months of the end of the award term, applicant shall submit a final activity report to the Research Office ([ucvmverf@ucalgary.ca](mailto:ucvmverf@ucalgary.ca)) using the Veterinary Education Research Fund final activity report template. The template can be requested from the UCVM Research Office.
- Recipients may be asked to present their research findings at the UCVM Festival following the end date of their project.

Failure to comply with the above requirements will 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 open a project account at the University of Calgary. Please contact the Research Office ([ucvmverf@ucalgary.ca](mailto:ucvmverf@ucalgary.ca)) for more information.

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## Forms & Submission Process

All requests for funds from the UCVM Veterinary Education Research Fund must use the application form provided by the UCVM Research Office. 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:

Application Form (Parts 1-7)

Required Attachments: Project Description, Budget Justification, Standardized CV

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

- Project summary and budgets for similar funded projects.

Applications must be submitted as a single pdf which should include the application form with appropriate signatures and required attachments to [ucvmverf@ucalgary.ca](mailto:ucvmverf@ucalgary.ca).