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| 1  **UCVM**  **InTERNSHIP rESEARCH FUND**  GUIDELINES & APPLICATION   |  | | --- | | **Submissions will be accepted from the following:**  UCVM Interns  **Submission Deadline: July 31, 2019, 11:59 PM**  **Applications are submitted online through the** [**internship portal**](http://vet.ucalgary.ca/research/interns/internship-research-fund)  UCVM Research Office  TRW Building, TRW 2D09  Foothills South Campus, University of Calgary  *Questions*: [ucvmirf@ucalgary.ca](mailto:ucvmirf@ucalgary.ca) |  * Please read these guidelines before filling out your application. * Only one application per applicant per competition is allowed.  Purpose 2  The UCVM Internship Research Fund is offered by the University of Calgary Faculty of Veterinary Medicine (UCVM) through the Research Office. Competitions for the UCVM Internship Research Fund are held once per year.  The purpose of the UCVM Internship Research Fund is to support original clinical research at UCVM and its partnered internship practices, the Distributed Veterinary Teaching Hospital (DVTH), and to enhance the research training experience for interns. Award Amount Funding requests can be up to a maximum of $2,000 per project. The amount requested must be clearly justified in the proposal. Awards are not renewable. Timelines  |  |  | | --- | --- | | May 2019 | Funding call communicated | | July 31, 2019 | Application deadline | | August 1 – 23, 2019 | Review committee meeting and ratification of decisions | | August 26, 2019 | Notifications of award | | September 30, 2019 | Certifications in place | | May 15, 2020 | Project invoices due | | May 31, 2020 | Final activity report due |  Eligibility Only individuals accepted into the UCVM Internship Program are eligible to apply as primary applicants. Criteria for Assessment Review of applications will be undertaken by a panel selected with appropriate expertise.  Applications will be judged according to the following criteria, which have equal weighting:   * + Quality of the proposed research plan including likelihood of resulting in peer reviewed   publication   * + Feasibility of project completion within timeline of internship   + Quality of the training opportunity provided to the intern through the project (knowledge, skills, expertise, and project management)   TERMS & CONDITIONS OF AWARDAccountability 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.  All changes to awarded research projects (including budget, scope, applicant, and extensions) must be approved by the UCVM Research Office. Request for changes can be made by completing a change request form. [Change request forms](https://vet.ucalgary.ca/node/2344) are completed and submitted online through the [*Internship Research Fund Program*](http://vet.ucalgary.ca/node/2226) webpage.  Unexpended funds will be returned to the Faculty after the end date of the award unless a request for an extension has been approved by the Associate Dean, Research. Any over-expenditure of funds is the sole responsibility of the award recipient and their UCVM supervisor.  Recipients of the UCVM Internship Research Fund award are required to formally acknowledge the financial support of the fund in any presentation and publication of the results of the research.    **Presentation Requirements**  Recipients of the UCVM Internship Research Fund are required to present their research projects through a poster session at the annual [UCVM Graduate Student Research Day](http://vet.ucalgary.ca/researchday), as well as provide a project overview at intern rounds.  **Publication Requirements**  Recipients of the UCVM Internship Research Fund are required to write at least one case report or manuscript based on their research project. The manuscript should follow the guidelines of the *Canadian Veterinary Journal* (or those of a relevant peer-reviewed veterinary journal). The case report will be submitted to the supervisory committee at the end of the award term. Reporting Requirements Recipients of the UCVM Internship Research Fund awards are required to submit to the UCVM Research Office by May 31st of the award term, a final activity report which must include a one-page abstract. The final report is submitted online through the [*Internship Research Fund Program*](http://vet.ucalgary.ca/node/2226) webpage. Compliance Projects involving animal care and use, human subjects, and/or biohazardous material require compliance certificates through the University of Calgary. Certifications **must** be in place prior to the start of project activities. Please contact your UCVM supervisor for more details. Forms & Submission Process The application form can be found on the [*Internship Research Fund Program*](http://vet.ucalgary.ca/node/2226) webpage. All requestsfor funds from this program must use this form. Use only the space provided in the form. Additional pages may be used where indicated in the application.  A complete application includes the following sections and attachments as a single PDF file:   * Application Form (Parts 1-5), including signatures * Letter of Support from the UCVM supervisor, outlining the supervisory relationship and training opportunity provided * Current Curriculum Vitae of the applicant(s) |
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| NAME OF APPLICANT**[[1]](#footnote-1)**: | | | | |
| E-MAIL: | | | | |
| CO-APPLICANT NAME**[[2]](#footnote-2)**: | E-MAIL ADDRESS: | | | |
| CO-APPLICANT NAME**2**: | E-MAIL ADDRESS: | | | |
| UCVM FACULTY SUPERVISOR NAME: | | | | |
| DVTH COLLABORATOR NAME3: | E-MAIL ADDRESS: | | | |
| APPLICATION DETAILS | | | | |
| TITLE: | | | | |
| PROPOSED START DATE: | | | PROPOSED COMPLETION DATE: | |
| AMOUNT REQUESTED: | | | | |
| CERITIFICATION REQUIREMENTS  *Certifications are required for project activities involving the following:*  HUMAN SUBJECTS: All research that involves the use of human subjects must be reviewed and certified before the research may be commenced. This includes research involving surveys, interviews and questionnaires.  ANIMAL CARE AND USE: All animal care and use must be reviewed and approved to ensure that the study is ethical, that the animals are treated humanely and that the appropriate species and minimum number of animals are being used.  BIOHAZARDOUS MATERIALS: Handling and storage of biohazardous materials must be approved prior to commencing research involving biohazardous materials  *Please contact your supervisor for more information.* | | | | |
| Does this work involve human subjects? | | Yes | | No |
| Does this work involve animals? | | Yes | | No |
| Will biohazardous materials be used or stored? | | Yes | | No |

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**SIGNATURES**

By signing below, the applicant(s) and their UCVM Supervisor agree to comply with all Terms & Conditions of Award as outlined in the UCVM Internship Research Fund Guidelines, and certify that the funding will be used only for the purposes indicated in the proposal and corresponding budget.

***Applicant***

|  |  |  |  |  |  |  |
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|  | |  |  | |  |  |
| *Name* |  | | *Signature* |  | | *Date* |

***Co-Applicant***

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| --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | |  |  |
| *Name* |  | | *Signature* |  | | *Date* |

***UCVM Supervisor***

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|  | |  |  | |  |  |
| *Name* |  | | *Signature* |  | | *Date* |

By signing below, the DVTH Supervisor acknowledges that they have seen this application and are aware of the research proposed herein.

***DVTH Supervisor (in the case where the DVTH supervisor is also the UCVM Supervisor, the signature of the clinic owner is required)***

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| *Name* |  | | *Signature* |  | | *Date* |

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| * **Provide a description of the project using the space below (maximum 2 pages):** (“Arial” 11-point or “Times New Roman” 12-point font, including references if applicable) * Describe the following:   + Research question or problem   + Background including relevant literature   + Research plan and methodology   + Expected results and their likely significance   + The role of your co-applicant(s) if applicable * Note that applications will be assessed according to the following criteria, each with equal weighting. Ensure that each of the following are addressed in your description above:   + Quality of the proposed research plan including likelihood of resulting in peer reviewed publication   + Feasibility of proposed research project   + Training opportunity provided to the intern through proposed project (knowledge, skills, expertise, and project/budget management) |

Description:

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| CATEGORY | AMOUNT | Justification |
| ANIMALS AND ANIMAL CARE |  |  |
| EQUIPMENT |  |  |
| MATERIALS & SUPPLIES |  |  |
| LAB SERVICES |  |  |
| TRAVEL |  |  |
| PUBLICATION COSTS |  |  |
| OTHER EXPENSES – please 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.

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Please include a **brief** letter of support from your UCVM supervisor, outlining the supervisory relationship and training opportunity provided. Upload to the online submission.

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Please upload a CV for applicant and each co-applicant with the online submission.

1. The applicant must be a UCVM Intern [↑](#footnote-ref-1)
2. The co-applicant(s) must be a UCVM Intern

   3 When applicable [↑](#footnote-ref-2)