

MEMORANDUM

DATE: July 28, 2011
TO: AU-CVM Faculty
FROM: Frank F. Bartol, Ph.D.
Alumni Professor and Associate Dean for Research and Graduate Studies
SUBJECT: Proposals for Animal Health & Disease Research Funds - FY 12

Deadline for receipt of proposals for the Animal Health & Disease Research (AH&DR) funds is **Friday, September 30, 2011**. If awarded, funding will start in January, 2012.

Attached please find an application form, proposal outline, application form, biographical sketch, current & pending and AH&DR previous award listing.

1. AH&DR Research Proposal: (General Instructions)
 - A. Maximum of 10 typed, single-spaced pages (**Arial 11 pt. font & 1 inch margins**).
 - B. **A single electronic copy** (*.PDF), organized as outlined in the AH&DR Research Proposal Outline (see below), should be forwarded by email to cvmorgs@auburn.edu.
2. Duration – Award duration will be up to 2 years. Second year funding will depend upon: (i) satisfactory progress during the first year; (ii) funding status of the PI's program; and (iii) availability of funds. For investigators at the Associate Professor level or higher or for AU-CVM faculty at any academic rank (Asst. Prof; Assoc. Prof; Prof.) who have received an AH&DR award previously, second year funding of the new award will be contingent upon both: (1) satisfactory progress; and (2) documented evidence of the submission of a proposal(s) for extramural funding designed to leverage the new (i.e. currently proposed) AH&DR award.
3. Intellectual merit and significance of proposed research and how it will impact animal health and disease, the Alabama economy and/or the health and welfare of Alabama citizens must be made clear.
4. Current and pending sources of support (intramural and extramural) must be identified together with a list of proposals for extramural support submitted during the past year. Both efforts to secure, as well as success in securing extramural funds, especially if you have been supported previously from internal funds, will be considered in award decisions.
5. Budget - not to exceed \$25,000/year. The budget should reflect the scope of proposed work realistically. **NOTE: Funds for travel may be requested, but must not exceed 10% of total costs.** If proposed work requires more than \$25,000/year then supplemental funding sources available to the principal investigator for completion of proposed research must be identified. Faculty/PI salary is not allowed in the AH&DR program.
6. Investigators who have been funded previously through the AH&DR program must provide a list identifying each funded project, including the project title, period of award and amount of funding. For the most recently funded AH&DR project, investigators must provide: (1) a progress report that includes a statement of the significance of findings; (2) a list of publications generated from the funded project (complete citations); and (3) a list of presentations (oral, poster, invited; include author(s), title, venue and date) resulting from AH&DR funded research. The progress report should be included as an attachment to the research proposal (see attached 'Progress Report' form).

7. All proposals will be reviewed and ranked by a Research Review Committee identified by the Associate Dean for Research and Graduate Studies.

High priority will be given to applications submitted by Assistant Professors with an identified research appointment. Priority will also be given to proposals submitted by faculty members (Assistant Professor and above) in which new areas of investigation/study are defined. Proposals for 'bridge' funding, as well as potentially transformational research designed to 'seed' new proposals for extramural funding submitted by senior faculty (Associate Professors and Professors) are also encouraged. Trainees may be considered as co-Principle Investigators only. Questions concerning suitability of proposals for this program should be addressed to the Associate Dean for Research and Graduate Studies (bartoff@auburn.edu).

Criteria to be used in proposal evaluation will include: 1) overall scientific merit; 2) potential for generation of preliminary data necessary to strengthen federally/extramurally sponsored funding applications; 3) potential of proposed research to attract extramural funding; 4) experience of the principle investigator/research team as reflected by research and publication history relevant to the application; 5) relevance of proposed research to animal health and disease, potential impact of proposed research on the Alabama economy and/or potential impact of proposed research on the health and welfare of Alabama citizens; and 6) likelihood of attaining objectives within the proposed time frame.

8. Expected starting date: January, 2012. Awards will not be initiated until copies of approvals (IACUC, IRB, and others as appropriate) are provided to the Office of Research and Graduate Studies.
9. All co-investigators must sign the proposal signifying that they have read and approve of proposed research. Additionally, all Department Heads involved must initial proposals signifying that they are aware of research activities proposed by their faculty. Applications lacking required signatures and initials will be disqualified. (See 'Frequently Asked Questions' – attached).
10. **Complete** proposals **must** be submitted as a single *.PDF file compiled as indicated in the "AH&DR Research Proposal Outline" (see below).

AH&DR Research Proposal Outline

1. COVER PAGE (PAGE 4 of this announcement)
2. TITLE
3. PROJECT SUMMARY/ABSTRACT (½ PAGE) - Include rationale, long-term goals, specific aims, a concise description of the experimental approach and key methodologies and a statement describing the potential impact of proposed research.
4. PROJECT NARRATIVE – Introduction / Review of Literature.
5. STATEMENT OF HYPOTHESIS AND OBJECTIVES
6. RATIONALE AND JUSTIFICATION – Include impact on animal health and disease, Alabama economy and/or health and welfare of Alabama citizens.
7. EXPERIMENTAL PLAN – Include experimental and analytical methods, expected results, pitfalls and limitations.
8. RESEARCH TIME TABLE
9. FACILITIES AND EQUIPMENT
10. PUBLICATION PLANS
11. PERSONNEL SUPPORT OR RESPONSIBILITIES
12. REFERENCES
13. BUDGET & BUDGET JUSTIFICATION - A budget explanation and justification must be provided. If these funds will be used to leverage matching funds for the Auburn University Intramural Grants Program (AU-IGP) enter the budget for AU-IGP into the matching funds column
14. BIOGRAPHICAL SKETCH (3 page maximum/investigator) for Principal and Co-Investigators. Include percent effort for each assigned area of appointment for each investigator.
15. CURRENT FUNDING & PENDING SUPPORT
16. AH&DR PROGRAM PREVIOUS AWARD LISTING – if applicable

[NOTE: ITEMS 1, 2, 3, 12, 13, 14, 15 & 16 ARE **NOT** INCLUDED IN 10 PAGE LIMIT.]

**OFFICE OF RESEARCH & GRADUATE STUDIES (ORGS)
2011-2012
COLLEGE OF VETERINARY MEDICINE
ANIMAL HEALTH AND DISEASE RESEARCH PROGRAM
(CVM-AHDR)**

APPLICATION FORM

**Submit your research proposal (one electronic copy) to the
Office of Research & Graduate Studies by 4:30PM, September 30, 2011.**

1. **Please check** the appropriate grant mechanism. **Check only one.**

Note: AH&DR funds may be used to provide matching dollars as required by the AU Intramural Grants Program (AU-IGP; <https://fp.auburn.edu/vpr/iga/igp/default.aspx> at Level 3 or 4. For assistance in budget development contact the ORGS (logiotm@auburn.edu).

- Animal Health & Disease Research Only
 Matching for AU-IGP Level 3, Developmental Interdisciplinary
 Matching for AU-IGP Level 4, Interdisciplinary Equipment Proposal

Amount of AH&DR request: \$ _____

Cost-share – if being used for AU-IGP: \$ _____
(See 3. Budget)

Participating Schools/Colleges: _____

2. Identifying Information

Principal Investigator _____ E-mail _____

Address _____ Phone Number _____

Faculty Rank _____

Department _____

Title of Project (80 character limit) _____

Identify co-PI and co-I's by Name, Faculty Rank, Department (add additional co-PI and co-I's as appropriate). Circle co-PI or co-I as appropriate, note definitions on page 2.

Co-PI/Co-I #1: _____

Co-PI/Co-I #2: _____

Co-PI/Co-I #3: _____

3. **Budget:** Please use the following outline (use separate forms for each year):

<u>YR 1</u> Expenses	Requested from ORGS	Matching Funds AU-IGP(if applicable)
Salaries & Wages		
Research Fellow/Associate/Assistant	\$	\$
Post Doctoral Fellow	\$	\$
Temporary Employee	\$	\$
Graduate Research Assistant	\$	\$
Undergraduate Student	\$	\$
Fringe Benefits: 35% (Research Fellows, Post Doctoral Fellows)	\$	\$
Fringe Benefits: 3.10% Graduate Students		
Operating Expenses		
Equipment	\$	\$
Travel	\$	\$
Supplies	\$	\$
Other (specify in justification)	\$	\$
Total Project Costs	(*)\$	\$

<u>YR 2</u> Expenses	Requested from ORGS	Matching Funds AU-IGP(if applicable)
Salaries & Wages		
Research Fellow/Associate/Assistant	\$	\$
Post Doctoral Fellow	\$	\$
Temporary Employee	\$	\$
Graduate Research Assistant	\$	\$
Undergraduate Student	\$	\$
Fringe Benefits: 35% (Research Fellows, Post Doctoral Fellows)	\$	\$
Fringe Benefits: 3.10% Graduate Students	\$	\$
Operating Expenses		
Equipment	\$	\$
Travel	\$	\$
Supplies	\$	\$
Other (specify in justification)	\$	\$
Total Project Costs	(*)\$	\$

* This total must agree with “Amount Requested” on page one.

4. Budget Justification: In the space below, explain and justify the budget. Include brief descriptions of: (i) specific roles of personnel and why they are critical to completion of the project; (ii) rationale for equipment purchases (provide quotes); (iii) rationale for travel budget; (iii) basis for costs attached to purchase of supplies; (iv) rationale and justification for any other costs.

5. Please check the appropriate boxes if any of the following is involved in this project. Provide documentation as requested. Note, if compliance documents are not in hand – they will only be due following notification of award for release of funds (i.e., just in time processing).

Subject or Substance	Relevant Date(s) *	Status of Review A = Approved P = Pending E = Exempt
Human Subjects _____		A ___ P ___ E ___
Animal Subjects _____		A ___ P ___ E ___
Radioactive Materials _____		A ___ P ___ E ___
Potential Biological Hazards (viruses, recombinant DNA, etc.) _____		A ___ P ___ E ___

*List date reviewed or to be reviewed by relevant committees or list approvals dates and attach approval(s) or pending letter(s).

6. Certification and Approval

I understand and accept the terms and conditions set forth in application guidelines (Department Head/Chairs and Deans/Associate Deans – need to sign just once if multiple investigators from their units).

_____ Principal Investigator (typed name)	_____ Principal Investigator (signature)	_____ Date
_____ Department Head OR Chair	_____ Dean OR Associate Dean	_____ Date
Dept Head email: _____		Dean OR Associate Dean email: _____
_____ Co-PI/Co-I #1 (typed name)	_____ Co-PI/Co-I (signature)	_____ Date
_____ Department Head OR Chair	_____ Dean OR Associate Dean	_____ Date
_____ Co-PI/Co-I #2 (typed name)	_____ Co-PI/Co-I (signature)	_____ Date
_____ Department Head OR Chair	_____ Dean OR Associate Dean	_____ Date
_____ Co-PI/Co-I #3 (typed name)	_____ Co-PI/Co-I (signature)	_____ Date
_____ Department Head OR Chair	_____ Dean OR Associate Dean	_____ Date

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED THREE PAGES.**

NAME	POSITION TITLE		
eRA COMMONS USER NAME (credential, e.g., agency login)			
<i>EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY

CURRENT & PENDING SUPPORT

Name: _____

Instructions:

Who completes this template: Each project director/principal investigator (PD/PI)

How this template is completed:

- Record information for active and pending projects, including this proposal.
- All current efforts to which PD/PI(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
- Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors, including other USDA programs.
- For concurrent projects, the percent of time committed must not exceed 100%..

NAME (List/PD #1 first)	SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER	TOTAL \$ AMOUNT	EFFECTIVE AND EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

AH&DR PROGRAM PREVIOUS AWARD LISTING

TITLE	PERIOD OF AWARD	AMOUNT OF FUNDING

Frequently Asked Questions

1.) What do I do with the cover page?

- Scan-in the cover page with all appropriate signatures, it will be the first page of the application package you submit.

2.) How do I get Year 2 funding?

- Submit a progress report with documented evidence of a submission – see page 1 item #2.

3.) What if I don't have the software to convert into an adobe file?

- In Microsoft **WORD**, when you select to save the document,
 - Select “save as”
 - File name
 - Save as Type: from the drop down box choose “pdf”.