



ACVIM Cardiology Pacemaker Fund Research Grants Diplomate Submission Guidelines

A 2017 vote of the Membership of the ACVIM Specialty of Cardiology established an annual competitive research award in the amount of \$15,000. Applications for this award are open to all active members of the Specialty. The grants are intended to support research that will elucidate the pathogenesis, pathology and/or treatment of heart disease in animals. In the event that two grants are judged to be of equal merit, preference will be given to a grant that involves investigation of cardiac conduction system diseases.

Presentation of final data obtained from the project as an ACVIM Forum research abstract is strongly encouraged. Publication in a peer-reviewed scientific journal, such as the Journal of Veterinary Internal Medicine, or the Journal of Veterinary Cardiology, is expected.

Grant Instructions:

Grant applications must be typed in 12 point Arial font, single spaced with 1" margins, and follow the format described below. The entire grant application must be no longer than five pages total, including references, (prior grant funding information excluded).

Grant applications should be submitted in Microsoft Word format. Two copies of the grant proposal should be submitted: one with requested applicant information and one that has been de-identified to ensure blinded review. It is the responsibility of the applicant to remove identifying information from one copy of the application, (including the top section of the template). "Masked for review" may replace any information that could be used to identify the individual or the institution in the text. File names should clearly identify the investigator for both copies of the application, as follows: principal investigator last name, hyphen, institution name (single word or acronym), hyphen, the word Diplomate, hyphen, and grant year (four digits). Example: Braunwald-MGH-Diplomate-2018. The Cardiology Secretary will relabel the blinded copy with a number. Please e-mail grant applications as attachments to Dr. Lori Hitchcock at acvimcardiosecretary@gmail.com.

The grant application should include the following sections, (use of the template at the end of this RFP is recommended):

1. *Title of study* with name, location and contact information of the primary investigator and name of any co-investigators.
2. *Background* (including any preliminary data and appropriate references)
3. *Hypothesis* of the proposed study
4. *Aims and significance* of the study
5. *Materials and Methods*, including planned statistical analysis and power analysis if applicable and information on current case load, if case accrual is important for completion of study.
6. *Ethical Approval* (confirmation that the research has been approved by an Institutional Animal Care and Use Committee {IACUC}, or submitted for approval to an IACUC). In the event that the resident is from



- an institution without an IACUC, the Cardiology Research Committee (CRC) may be asked to evaluate the proposal for the humane and ethical use of animals.
7. *Budget* (including justification). The maximum amount of this grant is \$15,000.
 - a. In the event that the entire budget for a given project is greater than \$15,000 (i.e., the grant is requested to fund only a portion of an overall budget), then the application must include written assurances from the entity funding the balance of the budget, describing the funds that they have provided or are committed to providing.
 - b. Up to \$300 may be requested for travel for presentation or publication costs
 - c. No university overhead or capital equipment costs will be paid and no salaries will be paid.
 8. *Timeline* (predicted schedule of activity)
 9. *Pitfalls*. Anticipated limitations and means by which the study will address or circumvent them.
 10. *References*
 11. *Disposition of previous ACVIM Grant funding* for the principal investigator should be detailed.

Grant Evaluation Criteria:

Individual proposals will be scored according to the scheme outlined below. Provided suitable proposals are submitted, one grant will be funded based on merit, according to the highest score.

The proposals will be evaluated according to the following criteria:

1. Importance of the hypothesis and purpose of the study to clinical veterinary cardiology
2. Scientific validity (are the proposed methods likely to answer the proposed question?)
3. Feasibility (can the investigators actually perform the work in the time allotted?)
4. Budget Justification

Grants will be scored and funding announced within two to three months of the submission deadline and prior to the ACVIM Forum. Ideally, the project will be completed within 24 months. All unused funds must be returned to the ACVIM (Cardiology) at the end of the project, or on the request of the ACVIM if the project duration has surpassed the proposed timeline excessively in the opinion of the decision making committee.

Project Reporting

Annual reports are required by December 31st of each year until the research project is completed. The annual report should include a summary of the work completed in the past year, a review of any difficulties encountered in the research, an updated budget (indicating approximately how much of the grant has been spent), and an anticipated timetable for completion of the research. Annual reports should be submitted by email to Dr. Lori Hitchcock at acvimcardiosecretary@gmail.com.

A final report of the data obtained from the grant is required. It can take the form of an accepted abstract published at a national or international meeting, a peer-reviewed publication, or a formal report to the ACVIM detailing the main results of the study. Presentation of the results of the study as a research abstract, or a research report at the annual ACVIM Forum is strongly encouraged. Final reports should be submitted by email to Dr. Lori Hitchcock at acvimcardiosecretary@gmail.com.



Grant Funding

Grant funds may not be used for indirect costs, equipment (other than supplies to perform the procedures as outlined in the proposal), or salaries (faculty or resident). Grant funds may be used to employ a student for part-time, and/or seasonal work on the project (undergraduate or veterinary student, but not masters or PhD student), with appropriate justification.

Funds will not be awarded until Institutional Animal Care and Use Committee (IACUC) approval is obtained. A statement of IACUC approval should be included in the grant application. IACUC submission is allowable for the grant proposal, but IACUC approval must be provided after funding. If the group submitting the proposal does not have an IACUC, the applicant may submit a request for the CRC to serve in this capacity and the CRC may provide a letter of approval if the use of animals in the proposal is deemed ethical and humane.

Funds remaining at the completion of the project must be returned to the ACVIM Cardiology Pacemaker Fund unless the committee allows an extension after a formal request. Funds cannot be carried over to other projects without approval of the CRC, even if another project is similar to the original project.

Return of only the remaining funds for incomplete, or aborted projects may be allowed if the investigators can show that scientific value was derived from the utilized funds (e.g. pilot data, a smaller study than planned was presented at the institution or meeting), or if specific circumstances are reviewed and accepted by the CRC. In the past, the committee has allowed return of funds not utilized because the awarded resident and mentor were no longer at the institution and the responsibility for finishing the project fell to another mentor whose area of interest and expertise did not align well with the project. In all other instances, the awarded resident and mentee will be expected to return the entirety of the funded amount if the project is aborted without generation of data.

Data Accessibility

At the time of publication, or in the event of failure of publication and at the discretion of the Research Committee, data arising from the funded project should be made publicly available. If funds are used for biobanking samples, these samples should be made available to the membership for future use with approval of the ACVIM.

The titles of grant proposals and names of applicants and their institutions will be in the public domain from the time of application submission onward.



American College of **Veterinary** Internal Medicine

ACVIM Cardiology Pacemaker Fund Grant Application - Diplomates

Diplomate Information

Name of primary investigator:			
Names of co-investigators:			
Location of PI:		Phone number:	
Address:		Email:	

Study Title:

Background:

Please describe briefly any background information relevant to the study, and indicate to readers why they should be interested in your proposed research project. Include any preliminary data (if applicable), and appropriate references.

Hypothesis:

Aims of the study:

Proposed materials and methods:

Briefly describe proposed materials and methods, with a specific discussion of planned statistical tests, intended group size and power calculation (if applicable). Please provide information on current caseload if intending to recruit clinical cases.

Budget:

Please provide details of the budget with justification for costs clearly stated.

Timeline:

Please give details of the projected timeline for the study.

Pitfalls: Anticipated limitations and means to address or circumvent them.

References:

Disposition of previous ACVIM Funding:

Please provide details regarding past funding from the ACVIM-Cardiology for studies, including dates, amount funded, date of project completion and disposition of results (presentations and/or publications)