



## 2020 ACVIM Advanced Clinical Training Fellowships

The ACVIM Board of Regents recognizes the need to foster the professional development of veterinary clinicians who wish to achieve a level of expertise in a specific field (e.g., radiation oncology, cardiovascular ultrasound, integrative medicine, interventional medicine). This expertise will allow Diplomates to provide a leadership role in matters pertaining to internal medicine, oncology, cardiology or neurology in their focused subfield. To this end, the ACVIM Board of Regents will support up to two **\$25,000 fellowships** in advanced clinical training to support ACVIM Diplomates or ACVIM Candidates that have completed residency-training programs within the last 2 years who wish to pursue an advanced training program for a minimum of 1 year. Fellowships will provide salary support to allow fellows who are committed to a career in their particular sub-field of veterinary specialty medicine to pursue advanced training opportunities. **The following are the essential elements of these training programs:**

1. Academic or private practice institutions with one or more ACVIM-boarded Diplomates or clinical medical specialists in a specialty discipline related to the fellowship program are eligible to apply. The primary supervisor/mentor (program Director) of the fellowship program must be either an ACVIM Diplomate or boarded clinical specialist in a fellowship-related discipline, but co-mentors may participate in fellowship training regardless of their academic qualifications.
2. Applications are limited to one per institution.
3. Funding will be provided by ACVIM Board of Regents (\$25,000) and the academic institutional partner, who will provide – *at a minimum* – \$25,000 in matching funds in direct support of the program for the first year.
4. If institutions wish to implement a 2- or more year fellowship program, they are responsible for providing full salary for the additional year(s). Note that institutional support may be sourced from a third party, e.g. industry partner. One or more letters of financial commitment must accompany the application.
5. All clinical fellowship programs should include a scholarly component and a plan for dissemination of new knowledge to the ACVIM membership. Examples of scholarship include (but are not limited to) retrospective or prospective case studies, development of therapeutic protocols, development of advanced continuing education for ACVIM Diplomates and veterinarians.
6. The institutional partner must verify that this ACVIM partnership will indeed *increase* the number of fellows being trained at their institution (i.e., funds will not be used to replace existing remuneration to fellows/ for fellowships).
7. Applications will be reviewed by the members of the ACVIM Education and Research Committee and will be evaluated on the strength of the proposed program, the potential impact of the fellowship on advancement of the specialty, and opportunities for post-fellowship career paths and the track record of the mentoring team.
8. Applicant institutions that have not submitted interim and/or final reports from previous ACVIM-funded clinical training or research fellowships, or resident research awards are not eligible to apply until completion of these prior program requirements.
9. Applicant institutions are responsible for the selection of the clinical fellow. *The ACVIM reserves the right to withhold funding if the selected individual does not meet the selection criteria.*
10. Acknowledgements of funding from the ACVIM through the ACVIM Fellowship program must be stated on publications and presentations related to the fellowship program (for example: *Dr. Smith's Fellowship in XXXX was funded in part by an award from the ACVIM Board of Regents*).
11. Interim (6-month) and final reports (within 3 months of completion of the fellowship) are required. In accordance with the ACVIM granting guidelines, all grant recipients are required to submit a final summary report within 3 months after the last funded date at the completion of the fellowship. Failure to submit a final summary report on time may result in the principal investigator becoming ineligible for future ACVIM funding. See attached interim and final report guidelines.

12. Application/funding cycle – the deadline for receipt of applications is **October 15, 2020 at 11:59 PM Mountain Time**. Successful applicants will be notified within a few weeks of the submission deadline.

### **PROPOSAL GUIDELINES:**

The following information must be included as part of the application, in the order outlined. It should be **single-spaced, Times New Roman, 11 pt. type, with 1-inch margins and bold section titles**. Proposals not following this format will be returned.

1. **Eligibility.** The applying institution must have an active, ACVIM or AMA-approved residency training program in a specialty related to the fellowship discipline and supplemental funding must be available from the institution or other sources. The institution should select the fellowship candidate by advertisement through normal channels either in advance of funding availability or once funding has been released.
2. **Title Page**
  - a. Name of Institution.
  - b. Mailing address of Institution (street, city, zip code, country).
  - c. Name of proposed Fellowship Program ("Fellowship in....").
  - d. Proposed Fellowship Program Director and their contact details (phone, fax, mail).
  - e. ACVIM Specialty (SAIM, LAIM, cardiology, neurology, oncology) or AMA-accredited clinical specialty of Fellowship Program Director.
  - f. List the individuals that will directly support the fellowship trainee. This should include their current position title and email contact.
3. **Program Description** (4-page limit). Detailed outline of the proposed fellowship program including:
  - a. Nature of the proposed advanced clinical training.
  - b. Description of the specific knowledge base or practice area that exists to merit a specific fellowship program.
    - i. Training objectives.
    - ii. A detailed, weekly description of activities/rotations to be undertaken including how these activities are differentiated from the training/activities pursued during an ACVIM residency training program.
    - iii. Seminars, rounds, lectures, conferences to be attended/presented.
    - iv. Training timelines.
    - v. Procedures for recognition of successful attainment of the proposed knowledge base such as competency assessment methods including evaluations, module completion and/or examination.
  - c. Describe the relevance of the proposed training to the practice of an ACVIM specialty and/or the practice of veterinary clinical medicine. How does this advanced clinical training address the ACVIM mission statement?
  - d. Describe the scholarly component(s) of the fellowship-training program detailing weekly scholarly activities.
    - i. Plan for the generation of new knowledge (i.e., retrospective study, systematic review, research abstract, new therapeutic protocol etc.)
    - ii. Document expected outcomes
  - e. List the training sites throughout the fellowship year (including offsite locations).
  - f. Time allocated to clinical training—a minimum of 80% of the fellow's time must be dedicated to clinical training and associated scholarly activities.
  - g. The number of weeks dedicated to clinical receiving, anticipated clinical caseload and duties during those weeks.
  - h. Time allocated for self-directed study or vacation.
4. **Please document that adequate clinical caseload is available to support the proposed clinical training.** (1-page limit)
5. **References cited** (3-page limit), if applicable
6. **Plan for dissemination of results** (1-page limit)
  - a. Please describe how the results of the scholarly activity will be communicated to the ACVIM membership, practicing veterinarians, and other stakeholders.

7. **Animal use justification** (no page limit). If the scholarly component of the training program includes animal research, please provide animal use justification.
- For studies involving animals please include species, number of animals and USDA pain category for proposed procedures (<https://www.nal.usda.gov/awic/reducing-pain-and-distress>)
  - Power calculation to indicate sufficient numbers of animals included/justify animal numbers
  - Describe how pain and/or distress will be identified and controlled
  - For non-client owned animals, please indicate what will happen to animals at the completion of the study
  - Include a copy of client consent form if client animals proposed
  - Please include status of **institution animal care and use committee** (IACUC) approval at institutions where animal care and use committees govern animal use. If the applicant institution **does not have an IACUC**, please provide the following documentation:  
Provide a complete and accurate description of what procedures will be performed on/with the animals, including:
    - Describe all procedures, their frequency and time points over the course of the experiments.
    - Include how long the animals will be maintained. Include dose, route of administration and frequency of any drugs to be administered.
    - Describe methods used in behavior studies (including use of noxious stimuli or other methods of positive or negative reinforcement).
    - Please provide details of any surgical procedure, including anesthetic protocol and pain management.
    - How are the numbers of animals justified? Include statistical power calculations if applicable.
    - What are the potential study-induced or related problems the animals might experience (i.e. health problems, pain, distress, complications, etc.)
    - How will pain/distress be monitored? Please provide specific clinical signs, frequency of monitoring and how animals will be monitored off hours.
    - Explain what steps will be taken to alleviate pain and discomfort. Include drug, dose, route, and frequency.
    - Please describe criteria for removing animals from the study protocol (i.e. at what point do pain/distress warrant removal from the experiment?)
  - All research activities in the program must ascribe to the ACVIM policy on animal use (see below).
  - Grant funds will not be released until adequate institution animal care and use committee (IACUC) documentation or the documentation that an IACUC approval is not required is received by the ACVIM office.** Applicants are strongly encouraged to begin the IACUC application process when proposals are submitted.
8. **Proposed mentoring/training in professional development** (1-page limit)
- Detail a mentoring plan that ensures a strong relationship with the clinical fellow, providing consistent availability and diverse opportunities to discuss clinical cases and related training activities.
  - Include planned weekly professional development activities for the fellow outside of day-to-day clinical activities.
  - Mentoring plans should include:
    - WHAT aspects of development would be targeted. For example, study design, manuscript preparation, patient management, ethical care of animals, scientific manuscripts.
    - WHO will be responsible for each section or aspect of the mentees development?
    - HOW (for example, time in the lab, visiting scholar, working with a statistician)?
    - WHEN (in the set-up of the study, during regular meetings as the study progresses, after each case, times for manuscript writing and review)?
    - WHERE (with the statistician, with a collaborating scientist, the with primary mentor)?
9. **Potential impact of the fellowship on advancement of the specialty, and opportunities for post-fellowship career paths for the fellow.**
- Provide a brief statement (< 500 words) as to how completion of this fellowship program is likely to alter the candidate's career path, including potential opportunities for employment after program completion.
10. **Criteria the institution will use for selection of the fellow** (1-page limit).
- ACVIM Board of Regents requires that the advanced clinical fellow must be board-certified in the ACVIM, or must

have completed an ACVIM residency-training program within the 2 years preceding the starting date of the fellowship.

- b. List any *additional* prerequisites required by your institution for selection of candidates for the fellowship program.
- c. Describe the selection process for candidates. Criteria should be stringent enough to ensure that the candidate possesses the capacity to complete the program.
- d. Has a candidate already been identified through advertisement of the fellowship? If so, include a description of the selection process used for your chosen candidate. Attach a copy of the advertisement (that includes the date of the advertisement) and the candidate's curriculum vitae.

**11. Qualifications of the Program Director, supervising Diplomates and other proposed mentor(s)** (1-page limit for each Program Director/Diplomate/other mentor)

- a. Include a brief (< 500 word) personal statement specifically as it relates to their role in this fellowship training process
- b. Include the mentor's history of mentoring fellows, residents and new clinicians.
- c. Include information from previous clinical trainees including name, dates of training, subsequent position(s).

**12. Biographical sketches for Program Director, supervising Diplomate(s) and other mentor(s)** (3-page limit for each mentor)

- a. Use NIH format
- b. Include education/training (location, dates and degree(s) awarded) positions held/honors, professional memberships, and selected peer-reviewed publications over the last 5 years (if relevant).

**13. Institutional letter of commitment**

- a. Please attach one or more letters of commitment for the fellowship program from the institution and any other funding source(s) identified.
- b. Letters should include the amount of money committed, the date that money will be made available, and any additional stipulations from the funding source(s).
- c. Institutional letter of support should include assurances that ACVIM fellowship support is providing a *new position* at the institution (i.e. ACVIM support is not being used in lieu of institutional dollars to support an existing position).
- d. Submitted letters should be on institution letterhead.

**14. Budget**

- a. ACVIM funds should be used to support salary and employment benefits for the fellow. ACVIM funds cannot be used for other salary support, travel, equipment or research or funding or clinical patient care. Travel for presentation at the ACVIM forum or other meetings should not be included. **See budget template below.**
- b. Travel awards: An additional \$500 of travel support for presentation of the scholarly outcomes of this fellowship at the ACVIM Forum may be awarded during the term of the grant if requested and funds are available. For international residents, additional travel funds may be available on request. Please see travel award request for proposals.

**15. Has this fellowship been administered previously?** If so, state sources of funding and list the names of the trainee(s) in the past and the dates of fellowship completion.

**SUBMISSION OF PROPOSALS**

Proposals should be submitted electronically to the ACVIM by 11:59 pm Mountain Time October 15, 2020. The Education and Research Committee will review all proposals. Please contact the ACVIM Office with questions regarding this application at [Research@ACVIM.org](mailto:Research@ACVIM.org) or by phone at [800.345.9081](tel:800.345.9081) or [303.231.9933](tel:303.231.9933).

**SELECTION CRITERIA**

Members of the ACVIM Education and Research Committee will score proposals based on the program description (10 points), potential impact of the fellowship and the proposed scholarship on advancement of the specialty/subspecialty (10 points), qualifications of individuals in support of the program (10 points), candidate selection process of the institution (5 points), and opportunities for post-fellowship career paths (5 points).

Proposals must score a minimum of 5/10 or 3/5 in each category to receive funding. Unfunded programs will receive feedback from the review committee as to how their proposals could be improved for the future.

## ACVIM Policy for the Humane Treatment of Animals

The American College of Veterinary Internal Medicine believes that the use of animals in research is a privilege that carries with it professional, scientific, ethical and moral obligations. The ACVIM endorses the principles embodied in the "3 Rs" tenet of Russell and Burch (1959). These principles are: replacement of animals with non- animal methods wherever feasible; reduction of the number of animals consistent with sound experimental design; and refinement of experimental methods to eliminate or reduce animal pain and distress.

Based on these principles and beliefs, the ACVIM requires that all proposals have the approval of the appropriate regulatory group (ie: IACUC, Animal Ethics Committee) and report this approval to the Foundation prior to the release of funding. Every animal shall have compassionate care, comfort and protection from abuse and unnecessary pain and distress. Investigators shall also minimize stress and fear in animals. The ACVIM shall not fund health studies that require euthanasia as the study endpoint. The ACVIM considers euthanasia acceptable, with informed consent of the owner or responsible agent, if the disease or condition being studied or an unanticipated illness or injury results in pain and suffering in the animal which cannot be alleviated with standard methods. The ACVIM requires informed owner consent in all clinical/research trials. An informed owner consent form of acceptable standards must be approved by the ACVIM prior to funding.

Use of samples from biorepositories is acceptable in ACVIM-funded studies. The use of Institutional Colony Animals will be evaluated on a case-by-case basis, but at no time will ACVIM funds be used to purchase animals to be included in colonies. The ACVIM reserves the right to terminate funding of a study if progress is deemed unsatisfactory or if there are concerns about animal well being.

Projects that involve the use of recombinant DNA, viral vectors, and / or radioactivity must be approved by the Institutional Biosafety Office of the institution where the work is to be done. A copy of the Institutional Biosafety Office approval must be provided in the event funding is awarded.

If the proposed project does not require IACUC or Institutional Biosafety approval, please include a statement that indicates that the proposed project is exempt and explains why.

## BUDGET TEMPLATE

		Year 1	ACVIM	Applicant Institution
<b>Personnel</b>				
Graduate Research Assistant Salary		\$	\$	\$
Fringe (xx%)		\$	\$	\$
<b>Total Personnel</b>		<b>50,000</b>	25,000	25,000
<b>Other Direct Costs</b>				
<i>(Description)</i>		0	0	0
<b>Total Other Direct Costs</b>		<b>0</b>	0	0
<b>TOTAL</b>		<b>≥\$50,000</b>	<b>\$25,000</b>	<b>≥\$25,000</b>

### **Budget Justification (1-page limit):**

ACVIM dollars can only be spent on Salary and fringe in direct support of the fellow.