



## Submitting Your ACVS Foundation Research Grant Application Online

In addition to these instructions, the ACVS Research Committee has prepared a “Grant Application Quick Reference Guide,” which can be found at [www.acvsfoundation.org/grant-application](http://www.acvsfoundation.org/grant-application).

### ACVS Foundation Research Grant Programs

The ACVS Foundation considers funding surgery-related clinical and basic research through the ACVS Foundation Research Grant Programs. All applications are submitted online and reviewed by the ACVS Research Committee using a detailed set of review criteria. The research committee compiles an evaluative ranking of the applications which is submitted to the ACVS Board of Regents (BOR). Recommendations for funding are then forwarded to the ACVS Foundation.

#### Surgeon-In-Training Research Grant Program

- Grants are only available to surgery residents in the first two years at an ACVS registered residency training program, with the expectation that the project will be completed by the end of residency.
- The resident must substantially participate in developing and writing the application.
- The resident must submit the application in their name as the Surgeon-in-Training and include required details for the Diplomate supervisor and any co-investigator.
- Grantees are required to submit an annual progress report.

#### Diplomate Clinical Research Grant Program

Diplomate Clinical Research Grants are designed to fund projects that address a surgical problem using clinical participant, case material, or laboratory study designs. Funding up to \$10,000 per grant is available.

- Only ACVS Diplomates are eligible to apply as Principal Investigators.
- Grantees are required to submit an annual progress report.

#### Progress Reports

The ACVS Foundation requires grantees to submit Annual Research Progress Reports for review by the ACVS Research Committee. Information to report includes accomplishments of the project, manuscripts and publications, and actual or planned challenges.

Failure to submit the progress report on time or grants with inadequate progress will make the principal investigator or, in the case of Surgeon-in-Training grants, the Diplomate supervisor and the surgeon-in-training ineligible for applying for future ACVS Foundation grants for a period of 5 years. Please complete the ACVS Foundation Sponsored Research Annual Progress Report and submit it as an attachment to [acvs@acvs.org](mailto:acvs@acvs.org).

## ACVS Foundation Grant Guidelines

All research grant applications must be submitted using the ACVS online submission system, which can be accessed via the ACVS website <https://www.acvs.org/foundation/grant-application>.

To be considered for funding, **applications must be received through the ACVS online submission system by January 15, at 11:59 pm (Eastern Time)**. Any other electronic format or paper copy of the application will not be accepted.

Only complete applications will be considered for review. Only one application will be considered from each principal investigator per funding cycle. Similar or identical grants cannot be submitted to multiple ACVS grant programs in the same year.

**Research grant funds may only be used for direct expenses of the project. Travel, consultative fees, publication fees, personnel costs, institutional overhead or other indirect expenses will not be funded by the ACVS Foundation grant programs.**

Partial funding of a project is possible provided there is appropriate recognition of the ACVS Foundation's contribution in all resulting publications and presentations and that full funding is obtained within six months of the date on the award notification letter. Payment will be initiated when the balance of funding has been secured and documentation thereof is provided to the chair of the ACVS Research Committee. If the investigator fails to obtain full funding within six months, the award will be withdrawn.

If the proposed length of the study is greater than one year, partial payments may be awarded at the discretion of the Foundation's Board of Directors.

There is one application process for the ACVS Foundation grant programs. At the beginning of the submission process, you will be prompted to select a Submission Type (Surgeon-in-Training or Diplomate Clinical Research). Be sure that you complete the information that is applicable to the specific grant program for which you are applying.

The online grant application submission limits access to one person, therefore the Diplomate/resident/PhD student should take the responsibility of submitting their application.

**The Surgeon-in-Training grants are only available to candidates at an ACVS registered residency training program. The resident must submit the application in their name as the surgeon-in-training and include required details for the Diplomate supervisor and any co-investigator.** The person submitting the online application will receive all correspondence regarding the submission.

Several months are required for processing. The applicant will be notified of a decision by May 1. An educational critique of the application will be sent to all applicants.

To receive funding, a Memorandum of Agreement must be completed by the applicant's institution or a non-institutional individual Diplomate and returned to the ACVS Foundation office. Additionally, an approved Institutional Animal Care and Use Committee (IACUC) Form for all funded applications involving animals protected by the Animal Welfare Act must be received by the ACVS Foundation office prior to the release of funds. These forms may be submitted to the ACVS Foundation ([foundation@acvs.org](mailto:foundation@acvs.org)) electronically in PDF format.

It is expected that within one year of completion of each project, a manuscript will be submitted to a refereed journal, preferably *Veterinary Surgery*, with appropriate recognition of the ACVS Foundation's support.

There are seven sections (A-G) of the online application process. You may save your submission at any point in the process and return to complete the submission. You must complete all required fields in a section in order to save your progress in that section. Likewise, you may edit your completed submission any time before the deadline: January 15, at 11:59 pm (Eastern Time).

### Required Information for Submitting Your ACVS Foundation Research Grant Application Online

The recommended browsers for grant application submission are Firefox or Internet Explorer.

### Documents to Complete Offline and Upload during the Submission Process

During the application process, 5 documents will be required to upload:

- 1) Integrity Statement
- 2) Biographical Sketch Form
- 3) Signatures Form
- 4) Budget Form
- 5) Proposal (PDF format)

Forms 1–3: These forms are at <https://www.acvs.org/foundation/grant-application>. To facilitate your online submission, we suggest that you login and complete these forms prior to beginning the submission process. Be sure to save your form documents to your local hard drive for unloading later, and keep a copy of the completed forms for your records. If you have uploaded the documents and did not keep a copy, you may download a copy from the submission system by following the “To resume the submission process or to edit your application” instructions.

Proposal: You will also be required to upload your proposal document in PDF format. There is no form document for the proposal. You must adhere to the required formatting and content. These instructions are at <https://www.acvs.org/foundation/grant-application>.

### Required Information to Enter Online

#### Section A: Cover Page (Application Overview)

- Submission type
- Title
- Short Abstract: You may copy and paste your abstract into this section or type it directly into the box. **Note: If you are using Firefox as your browser, use CTRL+V to paste your short abstract text.** Abstract your proposed research and outline objectives, clinical relevance, and methods. **The abstract must be a maximum of 250 words.** Do a word count to ensure that the abstract does not exceed 250 words prior to saving and continuing. The preferred format is single-spaced, in 10–12point Calibri, Times New Roman, or Arial type font.
- Resubmission of proposal
- Project start and end dates
- Total budget and amount requested
- Name and address of all performance sites
- Indicate if the research grant involves animals protected by the “Animal Welfare Act.”
- Institutional ID Number (if applicable)
- Upload completed Integrity Statement
- Investigator’s name and degree. Email addresses are also required for the surgeon-in- training, Diplomate supervisor, or principal investigator.

## Section B: Applicant Organization

- Name of applicant organization
- Type of organization: federal, state, local, or other (specify)
- Institution contact for the Memorandum of Agreement
- Name of organization to receive credit for the grant
- Name of the institution to which the check is made payable and the address to which the check should be sent
- If applicable, upload documents required by the Applicant Organization (e.g., institution's administrative approval letter)

## Section C: Biographical / Signatures

In this section, you are required to upload two files, which are available at

<http://www.acvs.org/foundation/grant-application>.

- Biographical Sketch: A document containing biographical information for all investigators (Diplomate principal investigator or Diplomate supervisor, surgeon-in-training, and co-investigators).
- Investigators' Signatures: Signatures are required from all investigators involved in the project. Obtain the required signatures and upload a scanned copy, PDF, or other image file. Electronic signatures are not acceptable.

## Section D: Previous and Current Research Support

- For current and pending funding: title of the grant, investigator's name, investigator's position in the grant (e.g., principal investigator, co-investigator), funding source, dollar amount, percentage effort, any overlap with current application, and publications resulting from any grant listed. (Limited to 3,000 characters.)
- For all ACVS Foundation Grants which the investigators have received for the past five years: title of the grant, investigator's name, investigator's position in the grant (e.g., principal investigator, co-investigator), dollar amount, percentage effort, and all publications resulting from the grants. (Limited to 3,000 characters.)

## Section E: Budget

- Complete the "Detailed Budget for a 12-Month Period" form and upload in PDF format (required). The form is available at <https://www.acvs.org/foundation/grant-application>.
- The budget must include:
  - Equipment (description and cost for each item over \$100)
  - Supplies (description and cost by group or category only)
  - Animals (cost of animal purchase and costs for care including board and transportation)
  - Miscellaneous Expenses (do not include travel, consultation fees, publication fees, or personnel salaries/costs and institutional overhead) \*
  - Total Budget
  - Amount Requested of the ACVS Foundation
  - Detailed Budget Justification
- \* **For ACVS Foundation Surgeon-in-Training and Diplomate Clinical Research Grant Programs, grant funds may be used only for direct expenses of the project.**
- Other Available Support (source and amount)
- Other Requested Support (other requested support for the project including source, amount, notification date)

## Section F: Facilities and Equipment

- Description of facilities and equipment for use in the project

## Section G: Research Proposal Information

- The proposal and format content instructions document is available at <http://www.acvs.org/foundation/grant-application>.
- There is no form document for the proposal.
- Upload in PDF format.
- The proposal must adhere to the required format and content. **The names of investigators or their institutions should not appear in the proposal.**
- Required Formatting:
  - Type double-spaced
  - Leave 1-inch margins (left, right, top, bottom)
  - Use Times New Roman or Arial type font, 10–12 point size
  - Number all pages at bottom of the page
  - The title of the proposal should appear on the first page immediately preceding the Hypothesis
- Required Content:
  - 1) Hypothesis: (Not to exceed ½ page)  
Concisely state your hypothesis as a statement or series of related statements that can be tested by experiment. The statement(s) should be followed by a brief explanation of how the hypothesis would be tested.
  - 2) Specific aim: (Not to exceed ½ page)  
Describe what the proposed research is intended to accomplish within the one-year funding period.
  - 3) Background and Significance/Preliminary Studies: (Not to exceed 2 pages) Briefly discuss the background of the proposal by critical evaluation of existing knowledge and by identification of gaps that would be addressed by the proposed research. State concisely the importance of the proposed research by relating the specific aims to the broad, long-term objectives of the proposed investigation and the field of veterinary surgery. Applicants may also use this section to describe preliminary studies that are pertinent to the application or to provide other information that will help establish the competence of the investigator to undertake the proposed research. The proposal must demonstrate the need for and potential impact of the study weighed with humane treatment of animals; terminal studies must be justified adequately.
  - 4) Experimental approach: (Not to exceed 4 pages)  
The experimental design and procedures should be described in detail. Include the means by which data will be collected. Discuss potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the stated aim (item 2 above). Provide a tentative sequence or timetable for the investigation.
  - 5) Statistical methods: (Not to exceed 1 page)  
Describe how the data will be analyzed and interpreted. State the statistical methods to be used. Specify the number of observations required to yield statistically significant results at a particular confidence level (e.g., 0.05).
  - 6) References: (Not to exceed 2 pages)  
List appropriate articles in order cited according to the format of *Veterinary Surgery*.

## The Submission Process

All Diplomates and surgery residents have website logins and passwords. If you do not know your login or password, please use the “Forgot your password” option, and your login and password will be emailed to you.

Required fields are indicated by a red asterisk after the field name. The submission deadline is January 15, at 11:59 pm (Eastern Time).

**To begin the application process:**

- 1) Go to <http://www.acvs.org/submissions>.
- 2) Enter user name and password. These are the same as your ACVS website login and password.
- 3) For the current year, under Grant Application: ACVS Foundation Research Grants, Subcollection: Research Grant Submissions, click on "Create New Grant Application."
- 4) Begin completing the application and provide the information as required. See Required Information to Enter Online.
- 5) **Important:** Click on "Save and Continue" after each section.
- 6) **To save your work within any section and continue the submission process later**, ensure that all required fields have been completed within the section, click on "Save and Continue," click on the ACVS logo (top left), and choose "Log Out" (top right). See "To resume the submission process or to edit your application" instructions.
- 7) **If you have provided all required information**, the "Submit My Grant" section will appear as a tab under "Review My Submission." Click on "Submit My Grant." The "Completed application" (excluding uploaded documents) can be printed.

**To resume the submission process or to edit your application:**

- 1) Go to <http://www.acvs.org/submissions>.
- 2) Enter user name and password. These are the same as your ACVS website login and password.
- 3) The submittal information will appear.
- 4) Click on Details next to Submission Type "Incomplete."
- 5) Click on the section that you need to work on and continue completing the application.
- 6) **To save your work within any section and continue the submission process later**, ensure that all required fields have been completed within the section, click on "Save and Continue," click on the ACVS logo (top left), and choose "Log Out" (top right). See "To resume the submission process or to edit your application" instructions.
- 7) **If you have provided all required information**, the "Submit My Grant" section will appear as a tab under "Review My Submission." Click on "Submit My Grant." The "Completed application" (excluding uploaded documents) can be printed.

If you have any questions, contact Tracey Delaney at [tdelaney@acvs.org](mailto:tdelaney@acvs.org) or (301) 916-0200 x101.