

# 2021 CIVME Research Grant Program - Grant Application Instructions for CIVME Research Grant

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## General Grant Information

### Council on International Veterinary Medical Education (CIVME) Grant Application

The Council on International Veterinary Medical Education (CIVME) is an initiative of the American Association of Veterinary Medical Colleges which is committed to promote and share best practices in veterinary medical education around the world. The council will provide a means to achieve its goals:

- communication and collaboration that advances veterinary medical education around the world
- collaboration amongst educational researchers
- dissemination of innovations and other educational advances, to magnify the impact of projects by outreach to educators and their respective organizations

The CIVME Research Grant Program will support initiatives that align with at least one of the above-mentioned goals. The applicant(s) must clearly and convincingly describe that the proposed project promotes international collaboration in veterinary medical education.

A few general application instructions:

- Always stay within the indicated word limit for all grant application text box sections. If the word count is exceeded this will be counted against the grant score.
- Use specific textbox provided for including any references; references are optional
- Complete all sections of the grant application form; incomplete submissions will not be reviewed.
- Click the "next" button at the bottom of each page to save any entered information. Please save a back-up record of your application materials in the event your application material does not save within the survey.
- Submit your grant application in English, Spanish or French. The CIVME grant application system provides a translation service; please contact [civme@aavmc.org](mailto:civme@aavmc.org) for any additional translation needs or questions.
- Current CIVME Core or Alternate members **are not permitted** to be part of a CIVME grant application.
- Current holders of a CIVME grant (including both the principal investigator (PI) and all collaborators) **are not permitted** to apply for another grant either as the PI or as a

collaborator until the previous grant has been completed and the final report submitted to CIVME.

- Collaboration across CIVME regions is highly encouraged; submissions limited to one geographic region will have that limitation reflected in their grant score.

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Research grant proposals should fall within one of two categories:

- educational research projects (ERP)
- educational exchange projects (EEP)

Total project budgets should not exceed **\$10,000** and are limited to a maximum period of 24 months.

### **Timeline Grant Application**

- **September 2021: Program Announcement (online)**
  - Announcement via email blast + Grant application form posted on the CIVME website, CIVME Newsletter, and AAVMC Newsletter
- **January 14th, 2022 @ 11:00 am EST (15:00 UTC): Deadline submission**
- **January - February 2022: Review application**
  - Submitted proposals reviewed by selection committee. Each proposal will be reviewed based on predefined criteria, e.g. relevance, impact, fit with CIVME goals, international collaboration, feasibility, risk analysis
- **March 2022 AAVMC Meeting: Applicants notified of awards and announcement at meeting**
  - Email from CIVME to applicants, and notification of awards on website and newsletter

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### **Instructions**

The total budget requested should not exceed \$10,000.

The project and budget period should not exceed 24 months.

Due to the limited size of the CIVME grants, indirect project costs are not considered. Indirect costs are those associated with the overall operations and maintenance of the organization and not directly related to the project described in the grant application.

Please contact [CIVME@aavmc.org](mailto:CIVME@aavmc.org) with any questions or concerns. **All applications must be**

**submitted through the online CIVME grant application survey in Qualtrics. No hard copy or email applications will be considered.**

Closing date for applications: **January 14th, 2022 11:00 AM EST (15:00 UTC)**

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To submit an application, you will need to select the type of grant project you will be applying for:

- CIVME Research Grant Program: Educational Research Project (ERP)
- CIVME Research Grant Program: Educational Exchange Project (EEP)

### **Section 1. General Applicant Information**

- Project Title
  - Main Applicant
  - Main Applicant Email
  - Affiliation
  - Date Submitted
  - Total Budget Requested (US\$)
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Main Applicant CIVME Region:

Africa, Asia, Australia/New Zealand, Continental Europe, Latin America/Caribbean, Middle East/North Africa, UK/Ireland, USA/Canada (including Ross University, St. George's University and St. Matthews University)

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Proposed Project Period Start and End Dates (max. 24 months)

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List Additional Collaborators (5 maximum)

- Last Name, First Name
  - Email
  - Affiliation
  - Country
  - CIVME Region: Africa, Asia, Australia/New Zealand, Continental Europe, Latin America/Caribbean, Middle East/North Africa, UK/Ireland, USA/Canada (including Ross University, St. George's University and St. Matthews University)
  - Specific role of each collaborator
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List Financial Contact for Any Grant Fund Distribution

- Last Name, First Name
  - Email
  - Affiliation
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Be prepared to upload one document that includes all relevant peer reviewed publications from the project's team within the last 5 years.

*Please include the last name of the main applicant in the file name.*

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Be prepared to upload one document that includes a short CV/bio sketch for all the collaborators (maximum 1 page per applicant).

*Please include the last name of the main applicant in the file name.*

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## **Section 2. Project Description**

*Reminder: a specific section has been provided to enter any references.*

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*Brief Summary, Project Background & Significance:* What effect will this project have? What is the applicability to other programs or educational institutions? Justify the need for what will be proposed. (300 words max)

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*Project Fit:* Please specify how your project fits with CIVME's goals (300 words max)

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*Rationale & Key Issues* (300 words max)

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*Hypothesis, Research Question or Specific Aims* (150 words max).

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*For Educational Research Grants: Methods, Approaches & Statistical Analysis* (750 words max)

*For Educational Exchange Grants: Approach:* Please describe the rationale, key issues, and activities to be undertaken. (750 words max)

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*Timelines:* Be clear on the proposed timelines. For example with respect to collecting data, analysis and interpretation. Timeline should not exceed 24 months. (300 words max)

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*Expected Outcomes & Outputs* (150 words max)

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*Potential Pitfalls & Possible Shortcomings* (150 words max)

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Please provide any **references** used in the previous application fields in the space at the end of this section. (optional)

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### **Section 3. Budget & Budget Justification**

Please note:

- Budgets must be well defined, itemized, and broken down by the line items as shown below.
- Travel funds for *Educational Research Projects* are limited to those necessary for the project (eg. Conference registration). Travel funds for *Educational Exchange Projects* can include travel related to the exchange program, inclusive of residential costs.
- **Budget Justification. All relevant items must be justified.**

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Applicants will need to enter budget item descriptions and amount in US\$ based on the following line item categories: Personnel, Materials, Travel, Other.

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Please be prepared to provide a written budget justification.

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### **Signatures (Main Applicant & Collaborators)**

*All signatories must agree to the contents and actions of this proposal.*

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You will be asked to upload one document that includes a signature page for each of the collaborators indicating they agree to the contents and actions of this proposal.

A template can be found here: [CIVME Grant Collaborator Signature Page Template.docx](#) .

*Please include the last name of the main applicant in the file name.*

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### **Approval & Certification by Main Applicant:**

The main applicants will provide an electronic signature accepting responsibility for the project, and declaring that:

- The project is viable in terms of the resources available to the participating colleges/schools and the funds requested.
- The amount of time that the applicants will be devoting to the project is appropriate to existing workloads.
- The project will not commence until the relevant ethical and safety clearances have been obtained.
- The relevant ethical and safety requirements (if any) will be observed throughout the project.
- Any significant deviation from the project as described above will be reported to CIVME.
- CIVME will be acknowledged as funder of the project in all outcomes (published and other) emanating from the project.

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You will need to check the “My application is complete” box and click the blue arrow at the bottom of the last page of the grant application survey to indicate you have completed your application.

**\*Note: Please be prepared to enter/upload all the required information into the [CIVME Grant Application Survey](#).**