

**Academy of Veterinary Educators**  
**Veterinary Educational Research Grants Program**  
**Proposal Submission Guidelines**

About the Academy of Veterinary Educators:

The Academy of Veterinary Educators is a community of educators whose interest is to improve the quality of veterinary education and educational scholarship within the community.

**Call for Veterinary Educational Research Grants Proposals**

1. Purpose of the Veterinary Educational Research Grants Program
  - a. Improvement of students' educational experience through the promotion of veterinary educational research.
  - b. Dissemination of research through peer-reviewed publications or presentations at a veterinary or education-focused conference.
2. Area of interest:
  - a. Projects related to veterinary educational research, e.g., methods for improving students' learning, enhancement of diversity and inclusion, curricular design and development, educational intervention or program evaluation, etc.
3. Who may submit proposals:
  - a. AVE welcomes proposals from its members.
  - b. AVE educational research committee members who submit proposals as Principal Investigators or co-investigators are excluded from evaluating their own proposals.
4. Amount of the grant
  - a. Up to \$ 3000
  - b. Available annually with a new application.
5. Duration
  - a. One year. A further one-year extension can be granted with no additional funding awarded.
6. Proposal submission deadline:
  - a. The preliminary proposal submission deadline is Feb 1<sup>st</sup>, 2024
  - b. If a full proposal is requested, the deadline is May 15<sup>th</sup>, 2024

7. Cover Sheet:

- a. The attached cover sheet should be submitted with both the preliminary and requested full proposals. It includes the title of the proposal and some demographics (name and affiliation of the investigators)

8. Preliminary proposal:

- a. A preliminary proposal should be submitted in advance of the submission of the full proposal. Investigators will be notified of the acceptance of the preliminary proposal and request for a full proposal.
- b. Guidelines:
  - i. Maximum one page (8 ½ by 11”) with 1” margins
  - ii. Font: Arial 11 or larger
  - iii. It should include an informative project summary and significance, design of activities and brief experimental methods and procedures, and the place of study.

9. Full proposal:

- a. Investigators whose preliminary proposals are accepted will be asked to submit a full proposal.
- b. Guidelines
  - i. Maximum three pages (8 ½ by 11”) with 1” margins.
  - ii. Font: Arial 11 or larger.
  - iii. The proposal should communicate the following,
    - 1. Background and introduction, including the relationship of work to the present state of knowledge in the field
    - 2. Objectives of the research
    - 3. Project description, including design of activities and experimental methods and procedures, plan of study, place of execution of the project, and timeline
    - 4. Expected outcomes, if applicable
    - 5. Significance and broader impact of the research
- c. Addendum (does not count toward the three-page limit):
  - 1. References cited in alphabetical or numeric order following the format of a common journal in the field.
  - 2. The Curriculum Vitae of each investigator should be submitted. It should include the current position and specific role.
  - 3. Complete the attached budget form. The budget of the proposal should be articulated on the last page of the proposal using the guidelines and template below. The budget should be well-defined, clear, and itemized. A justification should be provided for any new equipment,

technology, temporary labor, or research incentives to participants.

10. Submission:

- a. Proposals should be emailed to Shireen Hafez (shafez@vt.edu) with the subject heading “AVE grant proposal- title of call of the proposal – Preliminary or full proposal.” Acknowledgment of receipt will be emailed.
- b. Processing a preliminary proposal takes about a month from the submission deadline. Notification of acceptance of the preliminary proposal and request for the full proposal will be sent out shortly after evaluation. Investigators will be given two months to prepare full proposals. Processing of the full proposal takes about three months from its submission. Funds will be available at approval and remain available for 12 months.

11. Evaluation of the proposal

- a. Proposals will be evaluated based on:
  - i. Relevance and importance of the topic to veterinary education
  - ii. Generalizability to other veterinary educational settings
  - iii. Originality and demonstration of a gap in knowledge in the existing literature
  - iv. Feasibility and clarity of methods
  - v. Likelihood that the research team can bring the project to fruition within the specific interval
  - vi. Projected impact
  - vii. Early career researchers are encouraged to collaborate with experienced researchers

12. Questions:

- a. Inquiries should be emailed to the Chair of the AVE educational research committee (Shireen Hafez, shafez@vt.edu) with the subject “AVE grant proposal” – “title of call of the proposal” – Questions

## **Research Proposal Budget**

-Funding can be used for:

-part-time/hourly work for statistics, transcription, student research assistants, temporary employees, etc.

-manuscript publication fees

-travel required to perform the study

- technology to support the research study
- licenses for qualitative coding software, not already provided by your institution
- participant incentives, if permitted by the IRB (or other human ethics approval committee)
- Miscellaneous costs specifically related to the project
- Funding cannot be used for:
  - Faculty salaries or tuition
  - Technology not related to the research
  - Travel not related to performing the research
  - Conference registration fees or expenses
- Please round all figures to the nearest dollar

Primary Investigator: \_\_\_\_\_

University: \_\_\_\_\_

(ROUND TO NEAREST DOLLAR)

Budget Object	Total
<b><u>Labor</u></b>	
<i>Title/hours / rate</i>	
Labor subtotal	\$
<b><u>Supplies</u></b>	
Supplies subtotal	\$
<b><u>Services</u></b>	
	\$
Services subtotal	\$
<b><u>Equipment</u></b>	

Equipment subtotal	\$
<u>Other Categories</u>	\$
Total	\$