

## MEMORANDUM

**DATE:** September 6, 2017  
**TO:** AU-CVM Faculty  
**FROM:** Frank F. Bartol, Ph.D.  
Alumni Professor and Associate Dean for Research and Graduate Studies  
**SUBJECT:** Proposals for Animal Health & Disease Research Funds - FY 18

**Deadline** for receipt of proposals for the Animal Health & Disease Research (AH&DR) funds is **4:30 PM Friday November 10, 2017**. If awarded, funding will start in March 7, 2018.

Attached please find an application form, proposal outline, application form, biographical sketch, current & pending and AH&DR previous award listing.

1. AH&DR Research Proposal: (General Instructions)
  - A. Maximum of 10 typed, single-spaced pages (**Arial 11 pt. font & 1 inch margins**).
  - B. **A single electronic copy** (\*.PDF), organized as outlined in the AH&DR Research Proposal Outline (see below), should be forwarded by email to [cvmorgs@auburn.edu](mailto:cvmorgs@auburn.edu).
2. Duration – Award duration will be up to 2 years. Second year funding will depend upon: (i) satisfactory progress during the first year; (ii) funding status of the PI's program; and (iii) availability of funds. For investigators at the Associate Professor level or higher or for AU-CVM faculty at any academic rank (Assistant Professor, Associate Professor, Professor) who have received an AH&DR award previously, second year funding of the new award will be contingent upon both: (1) satisfactory progress; and (2) documented evidence of the submission of a proposal(s) for extramural funding designed to leverage the new (i.e. currently proposed) AH&DR award.
3. Intellectual merit and significance of proposed research and how it will impact animal health and disease, the Alabama economy and/or the health and welfare of Alabama citizens must be clear.
4. **A sustainability plan, providing a clear and reasonably specific description of how requested funds will be leveraged to secure extramural support must be included.**
5. Current and pending sources of support (intramural and extramural) must be identified together with a list of proposals for extramural support submitted during the past year. Both efforts to secure, as well as success in securing extramural funds, especially if you have been supported previously from internal funds, will be considered in award decisions.
6. Budget - not to exceed \$25,000/year. The budget should reflect the scope of proposed work realistically. **NOTE: Funds for travel may be requested, but must not exceed 10% of total costs.** If proposed work requires more than \$25,000/year then supplemental funding sources available to the principal investigator for completion of proposed research must be identified. Faculty/PI salary is not allowed in the AH&DR program.
7. Investigators who have been funded previously through the AH&DR program must provide a list identifying each funded project, including the project title, period of award and amount of funding. For the most recently funded AH&DR project, investigators must provide: (1) a progress report that includes a statement of the significance of findings; (2) a list of publications generated from the funded project (complete citations); and (3) a list of presentations (oral, poster, invited; include author(s), title, venue and date) resulting from AH&DR funded research. The progress report must be included as an attachment to the research proposal (see attached 'Progress Report' form).

8. All proposals will be reviewed and ranked by a review committee identified by the Associate Dean for Research and Graduate Studies.
9. All AU-CVM faculty members (Assistant Professor and above) can apply.

*High priority will be given to:*

*(1) Applications submitted by Assistant Professors with an identified research appointment; and*

*(2) Faculty members (Assistant Professor and above) seeking to address comments received on proposals submitted to extramural funding agencies for review in the previous year that were not funded. In this case, applicants must provide a copy of reviewer/panel comments and the summary/panel recommendation (See: AH&DR Proposal Outline, below).*

*Proposals for bridge funding, as well as potentially transformational research designed to seed new proposals for extramural funding, submitted by senior faculty (Associate Professors and Professors), are encouraged.*

*Consideration will also be given to proposals submitted by faculty members (Assistant Professor and above) in which new areas of investigation/study are defined.*

*Trainees may be considered as co-investigators only.*

*Questions concerning suitability of proposals for this program should be addressed to the Associate Dean for Research and Graduate Studies ([bartol@auburn.edu](mailto:bartol@auburn.edu)).*

Criteria to be used in proposal evaluation will include: 1) overall scientific merit; 2) potential for generation of preliminary data necessary to strengthen federally/extramurally sponsored funding applications; 3) potential of proposed research to attract extramural funding; 4) experience of the principle investigator/research team as reflected by research and publication history relevant to the application; 5) relevance of proposed research to animal health and disease, potential impact of proposed research on the Alabama economy and/or potential impact of proposed research on the health and welfare of Alabama citizens; and 6) likelihood of attaining objectives within the proposed time frame.

10. Expected starting date: March 7, 2018. Awards will not be initiated until copies of approvals (IACUC, IRB, and others as appropriate) are provided to the Office of Research and Graduate Studies.
11. All co-investigators must sign the proposal signifying that they have read and approve of proposed research. Additionally, all Department Heads involved must initial proposals signifying that they are aware of research activities proposed by their faculty. Applications lacking required signatures and initials will be disqualified. (See 'Frequently Asked Questions' – attached).
12. **Complete** proposals **must** be submitted as a single \*.PDF file compiled as indicated in the "AH&DR Research Proposal Outline" (see below).

## **AH&DR Research Proposal Outline**

1. COVER PAGE (PAGE 4 of this announcement)
2. TITLE
3. PROJECT SUMMARY/ABSTRACT (½ PAGE) - Include rationale, long-term goals, specific aims, a concise description of the experimental approach and key methodologies and a statement describing the potential impact of proposed research.
4. PROJECT NARRATIVE – Introduction / Review of Literature.  
  
If this proposal is designed to address deficiencies identified by an extramural review/study panel then:  
  
(A) The 1<sup>st</sup> page of this section should be identified as “Response to Previous Extramural Review”; and  
  
(B) A copy of the relevant extramural comments should be appended to the proposal.  
  
The ‘Response’ section **must be limited to 1 page** and provide a clear, concise explanation of how, by addressing reviewer concerns, requested AH&DR support will allow the investigator(s) to improve the extramural proposal and enhance the extramural competitiveness of proposed research.
5. STATEMENT OF HYPOTHESIS AND OBJECTIVES
6. RATIONALE AND JUSTIFICATION – Include impact on animal health and disease, Alabama economy and/or health and welfare of Alabama citizens.
7. EXPERIMENTAL PLAN – Include experimental and analytical methods, expected results, pitfalls and limitations.
8. SUSTAINABILITY PLAN – Include a succinct, specific description of how requested funds will be used to seed/enable applications for extramural funding to sustain proposed research. Generic statements such as ‘this work should be of interest to multiple funding agencies’ should be avoided. Specific agencies and programs to which extramural proposals have or will be submitted should be identified.
9. RESEARCH TIME TABLE
10. REFERENCES CITED
11. FACILITIES AND EQUIPMENT
12. PUBLICATION PLANS
13. PERSONNEL SUPPORT OR RESPONSIBILITIES
14. BUDGET & BUDGET JUSTIFICATION - A budget explanation and justification must be provided. If these funds will be used to leverage matching funds for the Auburn University Intramural Grants Program (AU-IGP) enter the budget for AU-IGP into the matching funds column
15. BIOGRAPHICAL SKETCH (2 page maximum/investigator) for Principal and Co-Investigators. Include percent effort for each assigned area of appointment for each investigator.
16. CURRENT FUNDING & PENDING SUPPORT
17. AH&DR PROGRAM PREVIOUS AWARD LISTING – if applicable

18. COPY OF EXTRAMURAL REVIEWER/PANEL COMMENTS – if applicable (see #4 above). Relevant details of the extramural application should be included [4A. Agency/section, proposal title, investigator(s) and affiliations, amount (total costs), summary recommendation/score/rank (as appropriate)]

NOTE: ITEMS 1, 2, 3, 9-17 and, **if applicable**, the 1-page “Response to Previous Extramural Review” (See Item #4 above) ARE **NOT** INCLUDED IN 10 PAGE LIMIT.

**OFFICE OF RESEARCH & GRADUATE STUDIES (ORGS)  
2017-2018  
COLLEGE OF VETERINARY MEDICINE  
ANIMAL HEALTH AND DISEASE RESEARCH PROGRAM  
(CVM-AHDR)**

APPLICATION FORM

**Submit your research proposal (one electronic copy) to the  
Office of Research & Graduate Studies by 4:30PM, November 10, 2017.**

1. **Please check** the appropriate grant mechanism. **Check only one.**

**Note:** AH&DR funds may be used to provide matching dollars as required by the AU Intramural Grants Program (AU-IGP; <https://cws.auburn.edu/OVPR/pm/igp/home> . For assistance in budget development contact the ORGS ([logiotm@auburn.edu](mailto:logiotm@auburn.edu)).

- \_\_\_\_\_ Animal Health & Disease Research Only  
\_\_\_\_\_ Matching for AU-IGP Seed Grant  
\_\_\_\_\_ Matching for AU-IGP Innovative Research Grant  
\_\_\_\_\_ Matching for AU-IGP Good to Great Grant

Amount of AH&DR request: \$ \_\_\_\_\_

Cost-share – if being used for AU-IGP: \$ \_\_\_\_\_  
(See 3. Budget)

Participating Schools/Colleges: \_\_\_\_\_

**2. Identifying Information**

Principal Investigator \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Faculty Rank \_\_\_\_\_

Department \_\_\_\_\_

Title of Project (80 character limit) \_\_\_\_\_

Identify co-PI and co-I's by Name, Faculty Rank, Department (add additional co-PI and co-I's as appropriate). Circle co-PI or co-I as appropriate, note definitions on page 2.

Co-PI/Co-I #1: \_\_\_\_\_

Co-PI/Co-I #2: \_\_\_\_\_

Co-PI/Co-I #3: \_\_\_\_\_

3. **Budget:** Please use the following outline (use separate forms for each year):

<u>YR 1</u> Expenses	Requested from ORGS	Matching Funds AU-IGP(if applicable)
<b>Salaries &amp; Wages</b>		
Research Fellow/Associate/Assistant	\$	\$
Post-Doctoral Fellow	\$	\$
Temporary Employee	\$	\$
Graduate Research Assistant	\$	\$
Undergraduate Student	\$	\$
Fringe Benefits: 31.10% (Research Fellows, Post-Doctoral Fellows)	\$	\$
Fringe Benefits: 4.10% Graduate Students		
<b>Operating Expenses</b>		
Equipment	\$	\$
Travel	\$	\$
Supplies	\$	\$
Other (specify in justification)	\$	\$
<b>Total Project Costs</b>	(*)\$	\$

<u>YR 2</u> Expenses	Requested from ORGS	Matching Funds AU-IGP(if applicable)
<b>Salaries &amp; Wages</b>		
Research Fellow/Associate/Assistant	\$	\$
Post-Doctoral Fellow	\$	\$
Temporary Employee	\$	\$
Graduate Research Assistant	\$	\$
Undergraduate Student	\$	\$
Fringe Benefits: 31.10% (Research Fellows, Post-Doctoral Fellows)	\$	\$
Fringe Benefits: 4.10% Graduate Students	\$	\$
<b>Operating Expenses</b>		
Equipment	\$	\$
Travel	\$	\$
Supplies	\$	\$
Other (specify in justification)	\$	\$
<b>Total Project Costs</b>	(*)\$	\$

\* This total must agree with “Amount Requested” on page one.

**4. Budget Justification: In the space below, explain and justify the budget. Include brief descriptions of:** (i) specific roles of personnel and why they are critical to completion of the project; (ii) rationale for equipment purchases (provide quotes); (iii) rationale for travel budget; (iii) basis for costs attached to purchase of supplies; (iv) rationale and justification for any other costs.

5. Please check the appropriate boxes if any of the following is involved in this project. Provide documentation as requested. Note, if compliance documents are not in hand – they will only be due following notification of award for release of funds (i.e., just in time processing).

Subject or Substance	Relevant Date(s) *	<b>Status of Review</b> <b>A = Approved P = Pending</b> <b>E = Exempt</b>
Human Subjects _____		A ___ P ___ E ___
Animal Subjects _____		A ___ P ___ E ___
Radioactive Materials _____		A ___ P ___ E ___
Potential Biological Hazards _____ (viruses, recombinant DNA, etc.)		A ___ P ___ E ___

\*List date reviewed or to be reviewed by relevant committees or list approvals dates and attach approval(s) or pending letter(s).



## 6. Certification and Approval

I understand and accept the terms and conditions set forth in application guidelines (Department Head/Chairs – need to sign just once if multiple investigators from their units).

_____ Principal Investigator (typed name)	_____ Principal Investigator (signature)	_____ Date
_____ Department Head <b>OR</b> Chair	_____ Department Head (signature)	_____ Date
_____ Co-PI/Co-I #1 (typed name)	_____ Co-PI/Co-I (signature)	_____ Date
_____ Department Head <b>OR</b> Chair	_____ Department Head (signature)	_____ Date
_____ Co-PI/Co-I #2 (typed name)	_____ Co-PI/Co-I (signature)	_____ Date
_____ Department Head <b>OR</b> Chair	_____ Department Head (signature)	_____ Date
_____ Co-PI/Co-I #3 (typed name)	_____ Co-PI/Co-I (signature)	_____ Date
_____ Department Head <b>OR</b> Chair	_____ Department Head (signature)	_____ Date

Certification of receipt: \_\_\_\_\_  
(Initialed by CVM ORGS when received)

Approved to be Awarded:

\_\_\_\_\_  
Frank F. Bartol, Ph.D.  
Associate Dean

---

### BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED TWO PAGES.**

---

NAME	POSITION TITLE		
eRA COMMONS USER NAME (credential, e.g., agency login)			
<i>EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY

---

## CURRENT & PENDING SUPPORT

**Name:** \_\_\_\_\_

**Instructions:**

**Who completes this template:** Each project director/principal investigator (PD/PI)

**How this template is completed:**

- Record information for active and pending projects, including this proposal.
- All current efforts to which PD/PI(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
- Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors, including other USDA programs.
- For concurrent projects, the percent of time committed must not exceed 100%..

NAME (List/PD #1 first)	SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER	TOTAL \$ AMOUNT	EFFECTIVE AND EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

**AH&DR PROGRAM PREVIOUS AWARD LISTING**

<b>TITLE</b>	<b>PERIOD OF AWARD</b>	<b>AMOUNT OF FUNDING</b>

## Frequently Asked Questions

1.) What do I do with the cover page?

- Scan-in the cover page with all appropriate signatures, it will be the first page of the application package you submit.

2.) How do I get Year 2 funding?

- Submit a progress report with documented evidence of a submission – see page 1 item #2.

3.) What if I don't have the software to convert into an adobe file?

- In Microsoft **WORD**, when you select to save the document,
  - Select “save as”
  - File name
  - Save as Type: from the drop down box choose “pdf”.