



## **CIVME Funding Program**

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

- 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 Funding Program will support initiatives that align with (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.

*NOTE: preference will be given to applications that are collaborative efforts between institutions and across regions. If you have an idea and are interested in collaborating but don't have partners, then please contact CIVME at [CIVME-grant@aavmc.org](mailto:CIVME-grant@aavmc.org) and we can help suggest potential partners for you to work with prior to the deadline.*

Total project budgets should not exceed **\$10,000** and are limited for a period of max. 24 months. Further information for applicants is described in the Research Grant Application form.

## **Timeline Grant Application**

### **- November 2017: Program Announcement**

Announcement + Grant application form posted on the CIVME website and in the CIVME newsletter

### **- January 30<sup>th</sup>, 2018 - late 11:00 am EST: Deadline submission**

Grant proposals received at [CIVME-grant@aavmc.org](mailto:CIVME-grant@aavmc.org)

### **- February 2018: Review application**

Review of submitted proposals by CIVME-members

Each proposal reviewed by two members

Quality judgement based on predefined criteria

- e.g. relevance, impact, fit with CIVME goals, feasibility, risk analysis

### **- March 2018 AAVMC Meeting: Applicants notified of awards and announcement at meeting**

Email from CIVME to applicants, and notification of awards on website and newsletter



## CIVME Research Grant Application

<http://aavmc.org/civme.aspx>

### Instructions

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

Closing date for applications: **January 30<sup>th</sup>, 2018 11:00 AM EST**

Complete application forms should be sent to: [CIVME-grant@aavmc.org](mailto:CIVME-grant@aavmc.org)

*NOTE: preference will be given to applications that are collaborative efforts between institutions and across regions. If you have an idea and are interested in collaborating but don't have partners, then please contact CIVME at CIVME-grant@aavmc.org and we can help suggest potential partners for you to work with prior to the deadline.*

### Section 1. General information applicants

Project Title			
Main applicant			
E-mail main applicant			
Institution(s)			
Date submitted	MM-DD-YY	Total Award Requested (US\$):	\$

<b>Proposed Project Period (max. 24 months)</b>	
Start Date: MM-DD-YY	Proposed End Date: MM-DD-YY

### Additional Collaborators

Last name, First name	E-mail	Institution	Country

### Applicant(s) Information

1. Role during the project (Describe specific role of each applicant)
2. Relevant peer reviewed publications in last 5 years
3. Please attach short CV/bio sketch for all collaborators (maximum 1 page per applicant)

**Section 2. Project Description (maximum of 4 pages)**

- a. *Brief Summary, project background and 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)
- b. *Specific Aims and Hypothesis (150 words max).*
- c. *Project fit: Please specify how your project fits with CIVME mandate (300 words max)*
- d. *Approach:* Please describe the rationale/description/key issues, research questions, proposed methods and approaches, relevant statistical analysis.(750 words max)
- e. *Timelines:* Be clear on the proposed timelines. For example with respect to collecting data, analysis and interpretation. (24 months max)
- f. *Expected Outcomes and outputs (150 words max)*
- g. *Anticipated pitfalls and possible shortcomings (150 words max)*

**Section 3. Budget and Budget Justification**

- a. Budgets must be well defined, itemized, and broken down by the line items as shown below.
- b. Travel funds are limited to those necessary for the project (e.g., conference registration).
- c. **Budget Justification. All relevant items must be justified.**

<b>Budget Item</b>	<b>US \$</b>
Personnel:	
...	
Materials:	
...	
Other:	
...	
<b>TOTAL BUDGET REQUESTED</b>	

**SIGNATURES (Main applicant, and collaborators):**

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

	<i>Last Name, First Name</i>	<i>Signature</i>	<i>Date</i>
1	<i>Main applicant:</i>		
2			
3			
4			

**Approval & Certification by :**

I give approval for this study to proceed, and certify that:	
<ul style="list-style-type: none"> <li>• The project is viable in terms of the College/School resources and the funds requested;</li> <li>• The amount of time that the applicant(s) will be devoting to the project is appropriate to existing workloads; and</li> <li>• The project will not be permitted to proceed until appropriate ethical and safety clearances have been obtained and that ethical and safety requirements will be observed throughout the project (if applicable).</li> </ul>	
Main applicant	Date