

# **Research Proposal Submission Instructions for Funding**

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Provide the following information for each project proposal. The proposal must be typed in no less than 12-point type and double-spaced, with a maximum of eight pages including cover and summary page.

## **OUTLINE FOR PROPOSALS**

### **Cover Page**

- Complete accompanying form “The Advancement in Equine Research Award Proposal Cover Page.” If you do not have a form, contact Dr. Steve Grubbs at 816-676-4731 or by email at [steve.grubbs@boehringer-ingelheim.com](mailto:steve.grubbs@boehringer-ingelheim.com).
- Use form as cover page for each proposal copy.
- Include a one-page Curriculum Vitae for the primary investigator and each co-investigator with the proposal and attach at the end of the proposal. (The Curriculum Vitae is not included in the maximum of eight pages.)

### **Project Summary**

- Complete accompanying form “The Advancement in Equine Research Award Proposal Summary,” which can be obtained from Dr. Steve Grubbs at 816-676-4731 or by email at [steve.grubbs@boehringer-ingelheim.com](mailto:steve.grubbs@boehringer-ingelheim.com).
- The entire form must be limited to one page.

### **Current Status of Problem**

- Give a brief literature review.

### **Describe Earlier Related Research (if applicable)**

- Include research in this area or closely related field by principal investigator, with not more than five citations.

### **Project Objectives**

- List multiple objectives separately and explain clearly the research questions to be answered.

### **Procedures to Achieve Objectives**

- Include details of Experimental Design and Methods.
- Discuss and reference all assays, procedures and statistical tests used in the study.
- Document demonstrated expertise with proposed lab procedures.

**Schedule/Timelines**

- Give timelines for proposed research (maximum 12 months).

**Value of Proposed Research**

- Explain the value of the research to the equine industry (one paragraph).

**Budget for Project**

- Overhead and indirect cost, including staff salaries, will NOT be covered by research funds. However, graduate student support, student hourly labor and post-doctoral support are allowed. No equipment over \$500 is allowed. This does not include disposable equipment such as test tubes, etc.
- Costs covered by this award must be indicated in a three-column format (i.e., University, Advancement in Equine Research Award and Total).
- List other funding requested or anticipated support for this project.

**Letter of Recommendation**

- Up to two letters of recommendation regarding the objective and its importance will be accepted.

**Submission Instructions** (Please follow precisely.)

- Make a copy of the cover and summary pages of this booklet, and attach as the first and second pages of each proposal.
- Attach a one-page Curriculum Vitae to the back of the proposal.
- Attach any university information/signature pages behind the Curriculum Vitae.
- Faxed copies will NOT be accepted.
- Send one original (paper-clipped) copy and five stapled copies of your proposal to arrive by September 15, at the address below.

**Submit Your Proposal to:**

**Boehringer Ingelheim Vetmedica, Inc.**  
Attn: Dr. Steve Grubbs  
The Advancement in Equine Research Award  
3902 Gene Field Rd.  
St. Joseph, MO 64506

Mark the envelope "The Advancement in Equine Research Award."