

AMERICAN COLLEGE OF LABORATORY ANIMAL MEDICINE ACLAM FOUNDATION - RFP INSTRUCTIONS

Request for Proposals (RFP)

The ACLAM Foundation Committee members are pleased to announce our solicitation of research proposals in Laboratory Animal Science and Medicine. The deadline for Letters of Intent is **December 12, 2008**. Foundation research awards will be distributed in early July. (In addition to the RFP instructions below, you can review ***Grant Application Tips*** on the ACLAM web site - www.aclam.org.)

Important role for ACLAM Diplomates, ASLAP Members and Other Friends

Please distribute this year's RFP to as many investigators as possible and take an active role by submitting or soliciting submission of a grant letter of intent. The RFP and other Foundation information are available on the ACLAM web site.

Foundation Contact

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ACLAM FOUNDATION GRANT INFORMATION

The **Mission of the ACLAM Foundation** is to expand the body of knowledge in the fields of laboratory Animal Science and Medicine through funding research grants. The ACLAM Foundation has developed a two-tiered system for competitive review of grant proposals. Submission of a letter of intent is followed by a request for a full grant proposal to selected applicants. The Foundation will fund studies in the following six laboratory animal research subjects:

- analgesia/anesthesia
- behavior/well-being
- diagnostics/diseases
- husbandry
- refinement of animal models [Note: Emphasis is on Russell & Birch 3R's – reduction, refinement, replacement - not on new research model development.]
- zoonotic disease (see Elizabeth R. Griffin Research Foundation - Attachment 1, below)

Successful grantees are encouraged to publish their results in peer-reviewed journals and must agree to provide summary research reports in lay language suitable for inclusion in

ACLAM Foundation communications, fund raising solicitations and the ACLAM Newsletter.

REQUEST FOR PROPOSALS

Letter of Intent (LOI)

Two (2) copies of the Letter of Intent and an electronic copy (to boivingp@ucmail.uc.edu or a cd rom) must arrive no later than December 12, 2008. Notification should be made by e-mail to indicate that the LOI is en route. Please attach an electronic copy of the LOI to your e-mail message.

Eligible Applicants The principal investigator (PI) must hold a doctoral-level degree (DVM/VMD, MD, DDS, PhD or equivalent). The one exception is in the **husbandry** area. A principal investigator with BS, MS or AALAS Technologist certificate may apply.

Investigators from **outside** the USA are encouraged to apply! These PI's should contact the Foundation Scientific Director to discuss how they will comply with: (1) the Institutional Animal Care and Use Committee requirement; and, (2) the *ILAR Guide for the Care and Use of Laboratory Animals*.

Intent The Letter of Intent is an overview of the research study. It should be designed to convince the reviewers that the applicant has identified a significant question and has developed a logical research approach and knowledgeable research team to address the question. Specifically comment on the relevance of the proposed study to advance scientific knowledge in the fields of laboratory animal science and medicine and/or to benefit the health and well being of laboratory animals. See the Conditions of Award section below.

Format The Letter of Intent must comply with the format of the form provided:

- three pages total - the cover page for PI Information and Budget (maximum \$30,000) and two letter size pages to briefly describe the research plan

- select one of the six research subjects (see page 1)

- 11 point type or larger

- single or double spaced text.

- **Content** The two-page research plan must include:

- background and the relevance of the project

- objectives of the research

- outline of the experimental design

- time span for the study.

- **Review Process** Reviewers will evaluate the submission based on:

- scientific merit

- consistency with the mission of the Foundation (see page 1)
- appropriate animal use (compliance with the *ILAR Guide for the Care and Use of Laboratory Animals*)
- expertise of the investigators and collaborators
- feasibility of completion within the grant time limit (one year from the date of award).

• **Full Grant Proposal**

• Following the first level of review, full grant proposals will be requested from selected applicants. Full proposals (2 copies) **and an electronic version** (disc or email gregory.boivin@wright.edu) must arrive no later than **March 20, 2009**.

• **Intent** The full grant proposal should be designed to convince the reviewers that the applicant has identified a significant question and has developed a logical research plan and knowledgeable research team to address the question. Specifically comment on the relevance of the proposed study to advance scientific knowledge in the fields of laboratory animal science and medicine and/or to benefit the health and well being of laboratory animals. See the Conditions of Award section below.

• **Format** The full proposal document must comply with the format of the form provided:

- three form pages covering project title, institutional contact information and signatures, investigator names, budget, facilities and major equipment information
- the body of the proposal can not exceed six letter size pages
- select one of the six research subjects (see page 1)
- 11 point type or larger
- strict attachment limits are detailed below.

• **Content** The full proposal must include:

- background and the relevance of the project
- review of the study question and specific research objectives
- description of the research plan, with a time span (one year maximum)

- detailed budget, not to exceed \$30,000 [PI salary requests should be limited to the minimum acceptable by the home institution, total salary requests representing the major budget item is also discouraged, separate animal purchase and per diem costs.] [The Foundation does not provide money for **administrative overhead, indirect costs, major equipment, travel, or graduate student fees/tuition.**]

- pre-approval from the Institutional Animal Care and Use Committee (IACUC) at the institution where the animal experiment(s) will be conducted

- attachments are strictly limited to:

- two-page résumé for the PI. Please include relevant publications and other research funding. (It is not required that the Foundation form be used.)

- one page résumé for each co- PI or collaborator. Please include relevant publications and research funding. (It is not required that our form be used.)

- one page pre-approval from the IACUC (International investigators will receive additional instructed by the Foundation staff.)

- one page of references

- **Review Process** Reviewers will evaluate full proposals based on:

- scientific merit

- consistency with the mission of the Foundation (see page 1)

- expertise of the investigators and collaborators

- appropriate animal use (compliance with the *ILAR Guide for the Care and Use of Laboratory Animals*)

- feasibility of completion within the grant time limit (one year from the date of award)

- adequacy of research facilities

- appropriateness of the budget.

- **Conditions of Award**

- Grants are made to host institutions, not individual investigators or their department. Accordingly, full proposals **must bear the signature** of an official authorized to sign for the applicant institution. The principal investigator must hold a doctoral-level degree (DVM/VMD, MD, DDS, PhD or equivalent), with the one **Husbandry research topic** exception noted above.

- Grants are funded on an annual basis. The Foundation does not provide money for administrative overhead, indirect costs, major equipment, travel or graduate student fees/tuition. The Foundation reviewers recognize that technician salaries are justified but they discourage excessive PI salary requests (please limit requests to the minimum accepted by the home institution) and discourage that total salaries be the major budget item. Future funding is dependent on research progress and a subsequent application to the ACLAM Foundation.

- Funded grant awards will be announced on the ACLAM web site (www.aclam.org) and to successful grantees by written letter in early **July**. Seventy-five percent of funding is provided at the time the grant is awarded. For payment of the last 25% of funding, a summary research report is required in lay language suitable for inclusion in ACLAM Foundation reports, fund raising solicitations and the ACLAM Newsletter. The Foundation Scientific Director must receive the final report no later than 90 days following the one-year anniversary of the grant award.

- Grant recipients are expected to publish their results in peer-reviewed journals and are required to present poster presentations at the ACLAM Forum following the year that the funding research project has been completed. The Foundation Scientific Director will provide guidance on ACLAM Forum poster presentations. If the investigator is unable to attend the forum the Scientific Director should be contacted for alternative options. **Research publications must acknowledge the support of the American College of Laboratory Animal Medicine Foundation and, when appropriate, the Elizabeth R. Griffin Research Foundation.**

Summary

Letters of Intent Due – December 12, 2008

Invited Full Proposals Due – March 20, 2009

Grants Awarded - early July 2009

Elizabeth R. Griffin Research Foundation

High quality **research** proposals are solicited that address the broad area of **zoonotic diseases** in any laboratory animal species. Research funding from the Griffin Foundation is available for research studies of **zoonotic disease** (prevention or treatment) or **enhanced laboratory safety practices** (protection from zoonotic disease transmission). Working in conjunction with the ACLAM Foundation and utilizing the grant review mechanism outlined above, Griffin Board members will be involved in proposal reviews.

Background

The Griffin Foundation is named in memory of Elizabeth "Beth" Griffin, a researcher at the Yerkes Regional Primate Research Center, who died at 22 after contracting Herpes B virus infection. Beth's family established the Foundation to assist research that clearly defines current public health risks associated with zoonotic diseases, to provide a support network for individuals who have contracted or who are at risk of contracting zoonotic diseases, to provide a prevention/treatment/information network for professional organizations, to provide for research of more effective prevention and treatment of zoonotic diseases (especially Herpes B virus), and to promote safe and responsible scientific research involving the use of animals. For more information, see the Griffin Foundation web site (www.egriffinresearch.org).

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