**Application for a BSAVA PetSavers’**

**Research Fellowship grant**

**General notes:**

1. **Please complete all sections. If a section is not relevant to your application, please state N/A and explain why it is not applicable.**
2. **The research mentor should complete the final main section of the application form.**
3. **Please make sure to complete the checklist at the end of the form. Your application will be returned to you if this is not complete.**
4. **Please follow the additional guidance notes provided in each section.**
5. **Maximum word limits must be strictly adhered to and are not ‘targets’; you are strongly advised to write as clearly and succinctly as possible.**
6. **Graphics and schematics to improve understanding of study design/aim are encouraged.**
7. **Guidance for grant applicants is provided on our website:** [**https://bsava.com/petsavers/apply-for-funding/guidance-for-grant-applicants/**](https://bsava.com/petsavers/apply-for-funding/guidance-for-grant-applicants/)

|  |  |
| --- | --- |
| **Primary applicant (name and title)** |  |
| **Qualifications** |  |
| **ORCiD ID if available** |  |
| **Current post or details of guaranteed offer of post** |  |
| **Post status and contract length** |  |
| **Institution** |  |
| **Work address** |  |
| **Email address**  |  |
| **Work telephone number**  |  |
| **Mobile telephone number** |  |

|  |  |
| --- | --- |
| **Research mentor (name and title)** |  |
| **Qualifications** |  |
| **Institution** |  |
| **Email address** |  |

|  |
| --- |
| **Details of the research project** **Please note that content from the lay summary, background, aims/objectives and potential benefits sections from funded projects may be used on the BSAVA PetSavers’ website to help publicise grant awarding and research impact** |
| **Title**  |  |
| **Proposed start / finish dates** |  |

|  |
| --- |
| **Lay summary** * **Answer each of the following summary questions in a short sentence at the level of understanding of a 1st year (veterinary) undergraduate**
 |
| 1. **Why do you plan to carry out the study (what problem/knowledge gap do you want to address)?**
2. **What do you expect the results to be (what is your hypothesis/prediction)?**
3. **What impact do you think your findings will have (how will this help pets now and/or in the future)?**
 |

|  |
| --- |
| **Research question (maximum 50 words)** * **This may/may not be the same as your project title, but in any case should be closely linked with it**
 |
|  |

|  |
| --- |
| Background (maximum 500 words plus references) Explain why you are interested in the research question, what is already known (including the size/significance of the problem), and what problem/knowledge gap you intend to address (including relevant references) |
|  |

|  |
| --- |
| Hypotheses (maximum 100 words)* **Clearly state your hypotheses (providing a maximum of 3; use bullet points if there is more than 1)**
 |
|  |

|  |
| --- |
| Aims and objectives (maximum 200 words)Describe the overall goal (aim) of your study and state the specific objectives that must be met in order to achieve this goalDistinguish between primary and secondary objectives if applicable |
|  |

|  |
| --- |
| **Study design / Methods (maximum 1000 words)** * **)**
* **Where the study requires recruitment of new cases or acquisition of new samples, provide evidence of feasibility by reference to past caseload of subjects/samples that would meet the described inclusion/exclusion criteria**
* **Explain what, when, and how measurements will be performed/observations made and by whom**
* **You may include graphics or schematics (maximum 4) if this aids with the communication of your study design**
* **Subheadings may be used (optional)**
 |
| **Clearly describe the study population and any control group(s)** |
| **Indicate how participants/samples will be recruited/obtained, inclusion and exclusion criteria, and any steps you will take to reduce potential bias** |
| **Include details of sample size, power analysis and any published data or pilot data that have informed this** |
| **List any prior experience of the proposed technique(s) and state if this is a planned optimisation or validation study** |
| **Where the study requires recruitment of new cases or acquisition of new samples, provide evidence of feasibility by reference to past caseload of subjects/samples that would meet the described inclusion/exclusion criteria** |
| **Explain what, when, and how measurements will be performed/observations made and by whom** |

|  |
| --- |
| **Analysis / Results (maximum 1000 words)*** **You are strongly encouraged to refer to your study design when choosing and selecting appropriate statistical tests**
 |
| **Describe what kind of data will be generated and how it will be processed** |
| **Provide details of proposed statistical or other analyses** |

|  |
| --- |
| **What are the potential risks to individual animals in the study and how will you minimise these? (maximum 300 words)** |
|  |

|  |
| --- |
| **What are the potential benefits to individual animals in the study and/or to other animals in the future? (maximum 300 words)** |
|  |

**Prior experience in research**

|  |
| --- |
| **When did you complete your PhD / Research Master’s degree?**  |
|  |

|  |
| --- |
| **Provide the title and one paragraph summary of the research undertaken as part of your PhD / Research Master’s degree** |
|  |

|  |
| --- |
| **List publications and other outputs from your PhD / Research Master’s degree** |
|  |

|  |
| --- |
| **List up to three main research topics you have investigated since the completion of your PhD / Research Master’s degree and any associated outputs** |
| **1.****2.****3.** |

|  |
| --- |
| **Highlight any other training events or experience relevant to your application (maximum 200 words)** |
|  |

|  |
| --- |
| **Provide details of externally funded grants you have been awarded within the last 5 years*** **Include project title, amount of grant, funder, whether any postgraduate students were supported by the funding, and associated outputs**
* **List the top three grants in order of value**
 |
| **1.****2.****3.** |

**Career development**

|  |
| --- |
| **Provide details of how your prior work will support you in developing your project and in achieving associated publications (maximum 200 words)** |
|  |

|  |
| --- |
| **What will success look like at the end of this grant? (maximum 100 words)** |
|  |

|  |
| --- |
| **Outline how getting this award will support your 5-year research career development plan (maximum 200 words)** |
|  |

|  |
| --- |
| **Outline your public engagement experience and any public engagement plans relevant to this application (maximum 150 words)** |
|  |

**Applicant time**

**Outline current work commitments and schedule**

|  |
| --- |
| **Who is your current employer?** |
|  |

|  |
| --- |
| **Do you work full-time or part-time? If part-time, how many hours per week do you work?** |
|  |

|  |
| --- |
| **Specify your clinical and research timetabling** * **Include blocks of weeks or part weeks for each**
 |
|  |

|  |
| --- |
| **Specify time commitments with respect to your current employment (% to add up to 100%)** |
| Clinical commitments |  |
| Research commitments |  |
| Teaching/other commitments |  |

|  |
| --- |
| **Specify time commitments should the grant be awarded (% to add up to 100%)** |
| Clinical commitments |  |
| Research commitments |  |
| Teaching/other commitments |  |

**Reviewers**

A list of **three** potential peer reviewers must be provided, from which one or more may be asked to provide an expert opinion on the application. Prospective reviewers and grant panel members **must not** be approached directly by the study team to gauge support for the application but reviewers should be asked to confirm they can complete a review if requested.

**Please ensure that reviewers have no conflicts of interest with the main grant applicant or any of the co-applicants.**

We consider a conflict to include: being an applicant or co-applicant in the current round of BSAVA PetSavers' grants; collaborating with any of the applicants within the last 2 years; involvement in your current BSAVA PetSavers’ grant proposal, including advising on study design or commenting on the application; having a close personal friendship; or currently working in the same institution.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reviewer 1** | **Reviewer 2** | **Reviewer 3** |
| Name |  |  |  |
| Institution |  |  |  |
| Email address |  |  |  |

**I confirm that none of the applicants have a conflict of interest with any of the suggested reviewers: Yes / No**

**I confirm that the reviewers have agreed to complete a review of this application if requested: Yes / No**

|  |
| --- |
| **BSAVA PetSavers reserves the right to seek alternative consultation for review if needed.** **If there are individuals you do not wish us to contact, please list them here and briefly explain why you feel they are not suitable** |
|  |

|  |
| --- |
| **Up to 30% of the total grant can be used for research-specific staffing costs. Please specify the amount of staffing costs you wish to apply for and how these will be research-specific rather than general, and essential to the project**  |
|  |

**Expenditure**

**BSAVA Petsavers will fund costs up to a maximum of £70,000 over a period of 1–2 years**

* Please note that travel expenses will not be paid unless they can be justified as essential for completion of the research.

|  |
| --- |
| **Please detail all requested costs below and note that the grant must not be used to fund publication charges** |
|  | **Item** | **Year 1** | **Year 2** |
| Materials and consumables |  |  |  |
| Equipment |  |  |  |
| Staffing costs |  |  |  |
| Technical support / bioinformatics |  |  |  |
| Travel (please justify the need for this) |  |  |  |
| Other costs e.g. facility access charges |  |  |  |
|  | **Subtotal for each year** |  |  |
|  |  | **Total (maximum £70,000)** |  |

|  |
| --- |
| **Will you need to apply for additional funding to complete the project? (maximum 100 words)*** **Please give details, including when you expect to hear back**
 |
|  |

|  |
| --- |
| **Have you received a BSAVA PetSavers’ grant at any time? Please give details**  |
|  |

|  |
| --- |
| **Has this proposal previously been submitted for a BSAVA PetSavers’ grant?** * **Grant proposals previously shortlisted, but not funded, by BSAVA PetSavers can be resubmitted for consideration in one further grant call. You will have been notified if your previous grant proposal was shortlisted**
* **Please include details of any previous submission of this proposal, including the year of submission, and outline how this application differs from your earlier submission**
 |
|  |

|  |
| --- |
| **BSAVA is committed to sustainability and would like to support research that shares these values. Please provide a link to your institutional sustainability policy (if possible), but note that this will not form part of the assessment process** |
|  |

**Project ethics**

|  |
| --- |
| **Have you received ethical approval for this proposal? Please delete as required** |
| **Yes, supporting documents are attached / Not yet, but it has been applied for / No** |

|  |
| --- |
| **I confirm that the project will not involve work with experimental animals, including tissues derived from experimental animals: Yes / No** |
| **Recruitment and informed consent** * How will participants be identified?
* How will informed consent be gained?
* Will the participants have the opportunity to withdraw?
 |  |
| **Animal welfare** * How will animal welfare be protected?
* Will an ATC be required?
 |  |
| **Risks/burdens and their management*** What are the risks for human participants and/or animal subjects?
* How will these risks be managed/mitigated?
 |  |
| **Adverse events*** How will adverse events (expected/unexpected) be recorded, managed, and fed back to clients?
* How will any financial implications of these events be addressed?
 |  |
| **Inducements to participation*** Will any inducements of compensations be provided?
* How will any other potential benefits to animals be communicated to clients?
 |  |
| **Data protection** * How will information be handled and stored in order to ensure confidentiality?
* How will participant anonymity be maintained?
* (How) will results be disseminated to participants, the wider research community and the general public?
 |  |
| **Potential conflicts of interest** * Including other sources of funding
 |  |

|  |
| --- |
| **Any other relevant information**  |
|  |

**Research mentorship**

**This section must be completed by the named mentor**

|  |
| --- |
| **Briefly outline your experience in research generally, and in relation to this specific Fellowship proposal (maximum 200 words)** |
|  |

|  |
| --- |
| **If the applicant is successful, how often will you meet with them?** |
| **Formally (to discuss progress with the project):****Informally:** |

|  |
| --- |
| **Is the applicant currently working in your group / lab or will they do so if they were awarded the grant? (maximum 80 words)** |
|  |

|  |
| --- |
| **Have you worked on projects with the applicant previously? (maximum 50 words)*** **Please provide details**
 |
|  |

|  |
| --- |
| **What experience do you have for mentoring applicants at this career stage? (maximum 150 words)*** **Specify the outcomes achieved by previous mentees**
 |
|  |

**Where did you hear of this grant call?**

|  |  |
| --- | --- |
| [ ]   | Previous grant applicant |
| [ ]   | Email |
| [ ]   | BSAVA PetSavers’ website  |
| [ ]   | BSAVA PetSavers’ social media |
| [ ]   | Companion / JSAP (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]   | BSAVA library |
| [ ]   | Vet school |
| [ ]   | Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please check here if you would like to be kept informed of future BSAVA PetSavers’ grant calls [ ]

**CV Pro-Forma**

|  |
| --- |
| **A truncated CV is requested to reduce paperwork.** **CVs should be provided for the main applicant and mentor.** |

1. Name

2. Current post (title, institution/ practice, date of appointment)

3. Posts held within the last 10 years

4. Relevant publications (list up to 10, give the citation in full, including the title of the paper and list all authors)

5. Additional information that relates directly to the application (use up to 10 lines of text)

**BSAVA PetSavers’ Research Fellowship Application Check List**

Please note that the application will not be considered unless this checklist is complete

|  |  |
| --- | --- |
| [ ]   | Application form completed and signed by the main applicant, research mentor and head of department |
| [ ]   | Details of study design including sample size calculations, recruitment methods and caseload |
| [ ]   | Names and email addresses of three potential reviewers who have no conflicts of interest |
| [ ]   | Details and costs of equipment requested (prices must exclude VAT) |
| [ ]   | Details of mentorship completed by the research mentor |
| [ ]   | CV proformas  |
| [ ]   | Letter of support from head of department or practice principal |
| [ ]   | Ethical committee approval  |
| [ ]   | Grant terms and conditions signed by the main applicant and institutional representative |

**I confirm that the information provided herein is accurate, correct and complete, and that the documents submitted with this application form are genuine**

…………………………………………………………………………… Name of main applicant

……………………………………………………………………………Signature

|  |  |
| --- | --- |
| **Name and signature of head of department** |  |
| **Signature of research mentor** |  |
| **Date** |  |

**Please submit the completed application form together with the signed terms and conditions, institutional letter of support and ethical approval documents to** **petsaversadmin@bsava.com**