



Grants for Laboratory Animal Science Application Submission Guidelines

Eligibility: The principal investigator submitting a proposal for an AALAS GLAS grant must be a current AALAS member in good standing. However, AALAS membership is not required for collaborators.

Submission: Proposals must be prepared in the MS Word application available on the GLAS website and electronically submitted to glas@aalas.org by February 1, 11:59 p.m. CST. Additional supporting documents may be submitted in PDF format or as a MS Word document and emailed to glas@aalas.org. Image file sizes should be as small as possible; emails and their attachments must have a total file size of less than 5 megabytes. Applications should be printable on white 8.5" x 11" paper. Text should be single-spaced, using a font of 12 point or larger (Times New Roman is the suggested font). Margins should be set at one inch all around.

Application writing tips: To mark a box, place the cursor over a box, click on it to highlight it, then type an X. To copy text from another document for use in a text field on the application, highlight the text with your cursor, then type Control + C for PC users or Command (Apple logo key) + C for Mac users. To paste text into the application, type Control + V for PC users and Command + V for Mac users.

Signatures may be emailed separately as pdf attachments or faxed to (901)334-5162.

Important dates: Grant applications must be received by February 1, 11:59 p.m. CST of each year. Recipients will be notified of their award by April 30 and funds will be disbursed in May.

Record keeping: Records of expenditures under the grant must be kept for a period of 5 years with AALAS having the right to audit these records.

Outline of the application: Page limits are maximums; fewer pages are encouraged if the necessary information can be provided in less space.

Cover page (1 page)

This is a checklist to ensure completion of the application components and requires the Principal Investigator's signature.

Title page (1 page)

Include the *application title* (limited to 75 characters, including spaces), the funding requested, the *Principal Investigator's name, email address, and telephone number*, an indication of whether any IACUC/IBC/IRC forms have been included with the application, and the statement of business or financial interest in the proposed study by any of the investigators.

Please be advised that in the event that the application is accepted, funding will not be released until documentation of approval by the IACUC/IBC/IRB (as appropriate) is received by the GLAS program. This documentation may be sent electronically with the grant application or later, as desired. These documents may be sent as separate email attachments as scanned .pdfs or by fax to (901) 334-5162.

A. Contact Information Page (1 page)

Includes complete contact information of the Principal Investigator and two Co-investigators/Collaborators, the Principal Investigator's AALAS membership number (if known), the *Institutional Grants Management Official* and the *Financial Officer* who will be responsible for this award (and to whom the check will be sent, if a successful proposal), and the Principal Investigator and Authorized Institutional Official's signatures.

B. Abstract (300 words)

Write an abstract in language suitable for the scientific reviewers. This should be a complete summary of the proposed research plan components.

C. Research plan (5 pages)

This section should include: hypothesis, specific aims, background, significance, preliminary data, study design, methods, and data analysis. The information provided should be sufficient to allow reviewers to judge the merits of the proposed project. Information from previously published literature on the topic and relevant recent investigations should be included and referenced. The significance of the proposed research to laboratory animal science should be discussed. If available, preliminary data which support the proposal should be included. Describe precisely the study design, e.g., number of study groups, the expected number of animals in each group (justified statistically), and details about treatment, samples to be taken, analytical methods, monitoring, and equipment. Describe the statistical methods that will be used.

D. Budget (1 page)

A detailed budget must be submitted. Provide a short justification for each budget item. Clearly indicate the amount of funds requested for each budget category and the total amount requested for the project (not to exceed \$50,000). No more than \$1,000 may be budgeted for travel to make a presentation on the results of the study at the AALAS National Meeting.

Non-allowable costs: The GLAS program does not pay indirect or overhead costs.

E. Supporting information

- 1. Facilities and equipment description (1 page maximum).** Description of animal facility and/or laboratories where the work will be performed. Description of the equipment available to perform the project.
- 2. References (1 page maximum).** List references in the reference format used by *Comparative Medicine* (http://www.aalas.org/publications/cm_info_for_au.asp).
- 3. Disclosure statements (1 page maximum).** A statement is required of the PI and each co-investigator listed on the cover page of the proposal and should specifically include a disclosure of any business or financial interests the investigator has in the proposed project or its results.
- 4. Biographical sketches (2 pages maximum).** A short biographical sketch is required for the PI, and collaborators who contribute significantly toward the generation and analysis of data. List all the investigators' publications relevant to the proposed project and the investigators and collaborators role and % effort on the proposed project. List all of the investigators' active and pending research support, including intramural support. If this or a closely related proposal will be, or has been, submitted to other funding sources, list those sources as pending. Clearly indicate all alternate sources of support for this project, including potential budgetary overlaps.