****

*This checklist is intended to help you organize the information needed for this application and track the sections completed. Track your completed sections by inserting a checkmark in each box on the pertinent list to indicate sections and actions completed on the application. Submitting the checklist with your application is optional.*

|  |
| --- |
| ***Small Grant Checklist*** |
| [ ] Section A. General Information[ ] Research study title[ ] Funds requested[ ] Documentation of approval by institutional committee(s), or equivalent[ ] Status of business/financial interest[ ] Status of alternative/supplemental funding [ ] Did you submit a prior application?[ ] Is this application a resubmission and have you addressed issues raised in the prior review?[ ] Have you received a previous award?[ ] Section B. Contact Information  [ ] Principal investigator, co-investigator(s) [ ] Principal investigator’s AALAS membership number [ ] Institutional representatives [ ] Signatures of principal investigator and authorized institutional official[ ] Section C. Abstract and Hypothesis/ Goals[ ] Abstract optional: 250 word maximum[ ] Hypothesis or Goals: 250 word maximum[ ] Section D. Proposal: 3 page maximum[ ] Appendix included, if applicable[ ] Preliminary Work included, if applicable[ ] Statement of Work[ ] Anticipated Outcome(s)[ ] Anticipated Pitfall(s)[ ] Section E. Facilities and Equipment: 1 page maximum[ ] Section F. Budget [ ] Section G. Supporting Information[ ] References cited in the proposal: 1 page maximum[ ] Biographical sketches of all investigators: 2 page maximum per person[ ] Disclosures: 1 page maximum[ ] Other support sources: 1 page maximum |

****

Submit your application for a **Small** GLAS application using this form document and in a single file containing all application sections.

* Please be aware that a single committee reviews both small and standard grants, so the same study should not be submitted to both categories.
* Please do not adjust the document margins (1 inch all around) or the page size (8.5 x 11 inches).
* Keep the text single-spaced, black, and in a Times New Roman font of 12 point or larger.
* You may delete the application instructions in each section to save space.
* Please observe the formatting requirements (see above instructions) and the page limits for each section; **applications that exceed these limits will be disqualified.**
* When completed, upload this application form to the GLAS Submittable website. Files may be in Word (without edits tracked and all changes accepted) or PDF (if printed to PDF only). Files scanned to PDF will not be accepted. Instructions for online submission of applications are at: https://www.aalas.org/glas
* **Do not email this document to AALAS as your GLAS application**; emailed applications will **NOT** be accepted for review.
* Signatures (page 5) may be sent as electronic signatures or images within the Word document, or you may submit (upload) the signed signature page as a separate PDF file.
* For resubmission, applications are evaluated in the context of the applications for the current year. While addressing the reviewers’ comments will strengthen the application, there is no guarantee of funding for resubmitted applications.
* **The following infractions will be cause for DISQUALIFICATION of your application:**
	+ **Exceeding the page limits**
	+ **Deviation from margin, spacing, or font size requirements**
	+ **Failure to use the template application**
	+ **Omitting or adjusting sections of the application**
	+ **Not fitting the mission of the GLAS program (example, commercial product development or educational events)**
	+ **Scanning the application to PDF**
* If awarded a grant, the recipient must maintain records of expenditures and expenses under for 3 years, with the right of AALAS to audit these records during that period.
* If you have any questions about eligibility or the GLAS criteria, please email us at: glas@aalas.org.

**Section A. General Information for a Small GLAS Application**

1. Research Study Title:
2. Funds Requested (USD):
3. Please indicate which documents will be submitted if the grant is awarded. This will not affect the review process; however, grant awardees must submit these documents (in English) before funds can be disbursed.

 [ ]  IACUC Approval [ ]  IBC Approval [ ]  IRB Approval

 [ ] Other (please describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please indicate whether the principal investigator (PI) or a co-investigator (Co-I) has a business or financial interest in the proposed project.

 [ ]  No.

 [ ]  Yes. Please disclose the business or financial interests in Section G.

1. Please indicate whether the proposed study, or one similar, has been or will be submitted to other funding agencies.

 [ ]  No.

 [ ]  Yes. Please list these funding agencies and provide more details in Section G.

1. Is your institution willing to fund the balance of your project, if not all of your budget can be funded?

[ ]  No.

[ ]  Yes.

1. Have you previously **applied** for a GLAS award?

[ ]  No.

[ ]  Yes. What was the year/s you applied?\_\_\_\_\_\_\_\_

1. Is this application a resubmission?

[ ]  No.

[ ]  Yes. What was the last year of its submission?\_\_\_\_\_\_\_\_

Please indicate how issues raised in review are addressed in this resubmission.

(1 page maximum.)

1. Have you previously **received** a GLAS award?

[ ]  No.

[ ]  Yes. In what year/s did you receive a GLAS award?\_\_\_\_\_\_\_\_

**Section B. Contact Information**

1. Principal Investigator:

Name:

Degree(s)/Credentials:

AALAS Membership Number:

Title:

Institution:

Department:

Building and room number:

Street Address:

City:

State or Province:

Country:

Zip or Postal Code:

Email:

Phone:

FAX:

Employment status (please check one):

[ ] Employee

[ ] Contractor

1. Co-Investigator:

(To add additional co-investigators, copy the following fields and insert them in the space below.)

Name:

Degree(s)/Credentials:

Title:

Institution:

Department:

Building and room number:

Street Address:

City:

State or Province:

Country:

Zip or Postal Code:

Email:

Phone:

FAX:

1. Institutional Grants Management Official:

Name:

Title:

Institution:

Department:

Building and room number:

Street Address:

City:

State or Province:

Country:

Zip or Postal Code:

Email:

Phone:

FAX:

1. Financial Officer (to whom the check will be mailed):

Name:

Title:

Institution:

Department:

Building and room number:

Street Address:

City:

State or Province:

Country:

Zip or Postal Code:

Email:

Phone:

FAX:

Note that: Grant applications must be routed through your institution's research or grant administration. Your advance planning is crucial because several weeks may be needed for that office to process your grant proposal and provide the required signature (below) for an authorized institutional official.

We, the undersigned, certify that the statements herein are true and complete to the best of our knowledge and agree to conform to the policies and rules governing this award. We agree to maintain records of grant expenditures for a period of 5 years, with the right of AALAS to audit same.

The results generated by research must be published in a scientific journal, a public meeting presentation, or a published patent or patent application to satisfy the requirements of placing the research results in the public domain; and each entity or individual has the right to file and maintain patent applications and patents based on the research and results, and is not required to dedicate the patent rights to the public.

**Signature of Principal Investigator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Authorized Institutional Official**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please type:

Name of Authorized Institutional Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title of Authorized Institutional Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In Sections C to G, maintain titles of sections and subsections, but instructions may be deleted.**

**Section C. Abstract and Hypothesis/Goals**

1. **Abstract**

**250 words maximum**

The Abstract section is optional for a Small GLAS application.

1. **Hypothesis/Goals**

**250 words maximum**

A hypothesis is optional as it may not be applicable to a Small GLAS application, e.g., in methods development. If so, state your goal(s) in lieu of a hypothesis.

**Section D. Proposal**

**3 pages maximum**

The proposal should be clearly explained and have a strong experimental design. Studies should be planned and conducted with scientific rigor to optimize the reproducibility of animal studies. AALAS adheres to the principles and guidelines advanced by the National Institutes of Health (NIH), which urge a “strict application of the scientific method to ensure robust and unbiased experimental design, methodology, analysis, interpretation, and reporting of results.” The completion of one aim in a GLAS study cannot be contingent on completing other aims in the same grant application. Aims may be complementary. The biological variable of sex should be factored into GLAS studies, where appropriate. For information on these principles and guidelines, please visit the NIH website at <https://www.nih.gov/research-training/rigor-reproducibility/principles-guidelines-reporting-preclinical-research>.

**Optional:** An appendix may be included at the end of Section D for such documents as a questionnaire or a scoring sheet if this information will support the proposal. The appendix does not count against the page maximum specified for the Proposal. Please **do not** use the appendix to extend the description of your proposal, **else your application will be disqualified**. Check here if using an appendix:

[ ] Appendix included.

1. **Preliminary Work**

Preliminary work is optional as it may not be available for a Small Grant application.

1. **Statement of Work**
2. State the research problem and provide background information:
3. Describe the specific aims – these should be manageable goals. If there is more than one aim, make sure that one outcome does not depend on another outcome.
4. Describe the experimental design, including study methods. Describe the feasibility of the study and provide statistical justification for the numbers of animals being used. Include in your justification differences of sex and age.
5. Describe the methods of data analysis and statistical analysis to be used, if applicable.
6. Provide the predicted timeline for completing the study.
7. **Anticipated Outcome(s)**

Explain the possible immediate and long-term outcomes (significance) of the study that you predict will impact the laboratory animal science field. How may the expected results support the GLAS mission? Would the results possibly lead to a subsequent research study?

1. **Anticipated Pitfall(s)**

Explain possible pitfalls and experimental design weaknesses in your experimental approach.

**Section E. Facilities** **and Equipment**

**1 page maximum**

Describe the facilities to be used and the available equipment.

**Section F. Budget**

**Every aspect of the budget requires justification.** Provide a budget (no page limit) that is consistent with the research plan and appropriately itemized. Include research study costs (in US dollars) to be incurred during the grant’s use, all items requested for funding, and all items to be paid by other sources/consultants. Itemize all donated services, including volunteers where appropriate.

**The budget will be reviewed for efficiency and maximum output for funds spent.** AALAS reserves the right to negotiate salary or equipment requests in proportion to the grant total request. The **Small Grant** program does not cover salary support or travel, and major equipment purchases are discouraged. Consulting fees, e.g., for statisticians are acceptable.

|  |  |
| --- | --- |
| Animals, Supplies, and Equipment (Itemize by category)  | TOTALS |
|  |  |
| Other Expenses (Itemize by category)  |  |
|  |  |
| **Budget Total (USD):****Funds Requested (USD):** |  |

**Section G. Supporting Information**

1. **References (1 page maximum for this section)**

List allreferences related to the proposal of this application. Use *Comparative Medicine* and *JAALAS* format to cite references: (http://www.aalas.org/publications/cm\_jaalas\_info\_for\_au.aspx).

1. **Biographical Sketches.** Complete parts a-d for each investigator (the principal investigator and co-investigators). **(2 pages maximum per person)**
2. General Information

Name:

Position Title:

1. Education

Add rows to the table below to list all post high school education including residency training.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution/City | Degree(if applicable) | Date Completed(MM/DD/YYYY) | Field of Study |
|  |  |  |  |

1. Personal Statement of Qualifications

Please identify each person’s role on the project and briefly summarize the experience and qualifications related to this role.

1. Selected Peer-reviewed Publications

AALAS encourages applicants to submit citations for up to 15 peer-reviewed publications or manuscripts. The applicant may choose to include selected publications based on importance to the field, recency, and or relevancy to the proposed research. Publications should be cited per *Comparative Medicine* and *JAALAS* format (http://www.aalas.org/publications/cm\_jaalas\_info\_for\_au.aspx).

1. **Disclosures of Business or Financial Interest in the Project** **(1 page maximum for this section)**

Describe the business or financial interest the principal investigator or co-investigator(s) have in the proposed project.

1. **Support from Other Funding Agencies** **(1 page maximum for this section)**

List alternate sources of support for this study, including potential budgetary overlaps. Identify the funding agencies to which the principal investigator or co-investigator (s) submitted or will submit the proposed study, or one similar. Note: This will not affect how the application is reviewed.