CIVME Research Grant Program

The CIVME Grant Program supports educational research and educational exchange projects that advance innovation, collaboration, and evidence-based practices in veterinary medical education. Funding is intended to support projects that align with the goals and priorities outlined in the applicable CIVME Request for Proposals (RFP).

CIVME Research Grant Eligibility

The projects must align with the council's grant program goals:

- o Communication and collaboration that advances veterinary medical education around the world
- o Collaboration among educational researchers
- o Dissemination of innovations and other educational advances, to magnify the impact of projects by outreach to educators and their respective organizations

The project team must consist of collaborators from 3 or more CIVME regions (see list here) with at least one of those regions being Africa/MENA, Asia or Latin America/Caribbean.

Your institution does not need to be a member of AAVMC. However, the work of the grant must be conducted at a veterinary educational establishment.

If you are involved in a current CIVME grant project, you cannot be part of another application to the CIVME Educational Research Grants Program until the final report for the current project has been submitted and formally approved by CIVME.

Previous CIVME members cannot be part of a project team until 3 years after rotating off the council. However, past CIVME members can act as mentors to applicants.

CIVME Research Grant Application Components

Main Applicant Information

- Main Applicant's CIVME Region
- Upload a short CV/Resume (maximum 1 page; include the name of the main applicant in the file name)
- Describe your specific role during the project.

Project Information

Project Title

- Project Title

Project Period

- Proposed Start Date
- Proposed End Date

Project Description

- Brief Summary, Project Background, and Significance
    - What effect will this project have?
    - What is the applicability to other programs or educational institutions?
    - Justify the need for what is proposed.
- Project Fit
    - Specify how the project fits with CIVME's goals.
- Rationale and Key Issues
- Hypothesis, Research Question, or Specific Aims
- Methods, Approaches, and Statistical Analysis (if relevant)
- Timelines
    - Include timelines for data collection, analysis, interpretation, etc.
    - Timeline should not exceed 24 months.
- Expected Outcomes and Outputs e.g. journal article(s), conference presentation(s), open access resource(s)
    - Include how project findings will be disseminated.
- Potential Pitfalls and Possible Shortcomings
- References (optional but strongly encouraged; use a standard referencing format such as Harvard or Vancouver)

Collaborator Information (There are various ways you could find collaborators from other CIVME regions. These include using your existing international networks to ask colleagues to identify potential collaborators for an educational research project. You could post on the

AAVMC Learn platform to ask for collaborators who are interested in your project proposal topic. You can also reach out to CIVME@aavmc.org for suggestions or contacts in regions.)

For Each Collaborator

- First Name
- Middle Name
- Last Name
- Email Address
- Are you affiliated with an AAVMC member institution? (AAVMC membership does not impact eligibility or scoring for this grant opportunity.)
- Institution/University Affiliation
- Country
- CIVME Region
- Upload a short CV/Bio Sketch (maximum 1 page; include the last name of the main applicant in the file name)
- Describe the collaborator's specific role during the project.
- Certification that permission has been received to include the collaborator in the proposal.

Additional Information

- Upload one document containing all relevant peer-reviewed publications from the project team within the last five years (include the last name of the main applicant in the file name).

Budget

- Total Budget Requested (USD)
    - Indirect project costs are not considered

Budget Categories

For each budget item, provide:

- Line Item
- Line Item Description

- Budget Justification
- Amount (USD)

Budget categories include:

- Personnel e.g. Research assistant
- Materials
- Travel
- Other

Financial Contact

- First Name
- Middle Name
- Last Name
- Email Address
- Institution/University Affiliation
- Other (if applicable)

CIVME Research Grant Award Information

Principal Investigator Responsibilities

The Principal Investigator (PI) serves as the primary point of contact and is responsible for:

- Financial oversight and management of awarded funds;
- Compliance with institutional, ethical, and legal requirements;
- Ensuring project activities are completed according to the approved proposal;
- Supporting timely submission of required reports and deliverables.
- Directing the project in accordance with the approved scope of work;
- Maintaining communication with AAVMC/CIVME regarding project status;
- Submitting required reports and deliverables;
- Ensuring proper acknowledgment of CIVME funding in publications and presentations;
- Obtaining any necessary institutional approvals prior to project implementation.

Period of Performance

Projects must be completed within the approved award period specified in the award letter unless otherwise approved in writing by AAVMC/CIVME.

Recipients may request a one-time no-cost extension (NCE) when additional time is necessary to complete approved project activities.

Requests must:

- Be submitted in writing at least 30 days prior to the project end date;
- Include a justification for the extension;
- Provide an updated timeline for project completion;
- Include a summary of remaining funds.

Approval of NCE requests is at the sole discretion of AAVMC/CIVME. Unless otherwise approved, no-cost extensions may not exceed 12 months. An NCE does not authorize additional funding.

Reporting Requirements

Recipients are required to submit interim progress reports according to the schedule outlined in the award letter.

Interim reports should include:

- Summary of activities completed;
- Progress toward project objectives;
- Challenges or delays encountered;
- Updated timeline, if applicable;
- Summary of expenditures to date;
- Planned next steps.

A final report is required within 60 days of the project end date unless otherwise specified.

The final report should include:

- Summary of project activities and outcomes;
- Assessment of project impact;
- Description of deliverables produced;
- Dissemination activities;
- Final financial summary;
- Lessons learned and recommendations;

- Copies or links to publications, presentations, or educational materials resulting from the project.

Publications, Presentations, and Acknowledgment of Funding

Recipients must acknowledge CIVME funding in all publications, presentations, posters, educational materials, and other public communications resulting from the funded project.

Suggested acknowledgment language:

“This project was supported by funding from the AAVMC Council of International Veterinary Medical Education (CIVME).”

Recipients agree to provide AAVMC/CIVME with copies, citations, or links to publications and dissemination materials resulting from the project.