



AAEP MEMBER-BASED OBSERVATIONAL RESEARCH STUDIES

PROCEDURES & APPLICATION

The AAEP is an organization comprised of nearly seven thousand equine veterinarians, most of who are employed in private practice. The observations and experiences of these practicing members represent an enormous but as yet under-utilized source of information that could be used to improve our understanding of the health and welfare of horses. The AAEP Board has recommended implementing studies involving the assimilation and analysis of information collected and transmitted by AAEP members and dissemination of this information to equine veterinarians and horse owners via the AAEP. The information resulting from these studies will be valuable resources for the equine industry, and horse owners will appreciate an individual member of the AAEP and the organization for participating in efforts to benefit horses. **Member-Based Observational Research Studies will be awarded in addition to the Research Scholarships awarded by AAEP each year.**

APPLICATION MATERIALS: Application materials may be obtained from the AAEP Office or through the AAEP website (www.aaep.org).

APPLICATION DEADLINE: To be considered, proposals must be received in the AAEP Office by October 1.

SUBMISSION OF PROPOSALS: Proposals should be assembled in appropriate order (A-D) and fifteen copies submitted to the AAEP Office. Only complete proposals will be considered for review. Only one proposal will be considered from each investigator per funding cycle. Up to two such practice-based studies will be approved each year.

ACCEPTANCE CONSIDERATIONS: The AAEP is willing to accept proposals for AAEP-approved studies relating to equine health and welfare; proposals for surveys relating to practice management or business practices are not eligible for funding. An AAEP-approved study is one that the AAEP Research Committee recommends and the AAEP Board approves of the investigators contacting members to solicit participation. The AAEP is willing to offer its support in the form of written endorsement from the Board, use of the AAEP logo, and/or letterhead in study communications, and provide a mailing list for initial contact with participants. **The AAEP will not provide funding for cost of mailing or any other aspects of these approved studies.**

Proposals must include written assurance that study results will be provided to the membership in the format of a summary report, than an abstract will be submitted to be considered for presentation at the Annual Convention of the AAEP, and that the AAEP will be acknowledged in all publications and presentations resulting from an AAEP-approved study. **Investigators must also provide evidence that funding to conduct and complete the study is available.**

PROPOSAL PROCESSING: Several months are required for processing. A proposal is processed as follows:

1. Proposals (15 copies) are sent to the AAEP Office by **October 1**, and the receipt of each proposal is acknowledged.
2. The AAEP Office forwards proposals to the AAEP Research Committee. The Research Committee consists of ten members plus a Board liaison.
3. Proposals are scored on a 10-point system: need for and potential impact of study weighed with humane treatment of animals (4 pts.), quality of proposal (4 pts.), appropriateness of budget (1 pt.), and ability to carry out the investigation and likelihood of timely completion (1 pt.).
4. Each AAEP Research Committee member will grade each proposal. Following discussion by a Research Committee member appointed as Lead Discussant to each proposal, Research Committee members finalize scores and rank. The mean rank of projects are submitted to the AAEP Foundation in rank order. The Foundation, based on Research Committee recommendations, will decide which proposal(s) will be awarded. All candidates will be notified of the AAEP Foundation's decision in February.
5. If awarded, a Memorandum of Agreement must be completed by the applicant's institution or a non-institutional individual AAEP member and returned to the AAEP Research Committee Chair c/o the AAEP Office. The Memorandum of Agreement will then be signed by the Executive Secretary, and the process of information dissemination will be initiated as determined by the Foundation's Board of Directors. An educational critique will be sent to all unsuccessful candidates.

REPORTING

A yearly report on the progress and results of the study must be submitted to the AAEP Research Committee Chair c/o of the AAEP Office by November 1, each year, until the project is completed. The one-page report consists of a summary in an abstract style (introduction, materials and methods, results and discussion).

It is expected that within one (1) year of completion of the project, a manuscript will be submitted to a refereed journal. A report of the publication of the manuscript will be submitted to the Research Committee liaison in the AAEP Office that will include the information about the journal publication in the AAEP Newsletter.

INFORMATION

For more information, contact the AAEP Office at 4075 Iron Works Parkway, Lexington, KY 40511. Phone: 859-233-0147; Fax: 859-233-1968; E-mail: aaepoffice@aaep.org.

Date Received:

A. COVER PAGE
AAEP Member-Based Observational Research Studies

PROPOSAL APPLICATION

TO BE COMPLETED BY INVESTIGATOR(S):

Investigators:

Name, degree _____ Title: _____
*Signature _____

Mailing address (include dept., service or laboratory):

Telephone: _____ Fax: _____
E-Mail: _____

Dates of Proposed Project: From: _____ To: _____

Performance Site(s):

***Signature indicates that the individual agrees to final responsibility for conduct, completion of the study, and reporting. Unless justified, failure to submit yearly reports by November 1 could preclude receipt of future awards.**

TO BE COMPLETED BY ADVISOR OR INSTITUTIONAL REPRESENTATIVE

Applicant Organization:

Name, title, phone number of official(s) signing for Applicant Organization:

Type of Organization: Federal ___ State _____ Local _____ Other (specify) _____

Name, title, address, and phone number of official(s) in Business Office who should be contacted as to where inquiries should be sent:

Organization to receive credit for the Grant:

Date Received:

B. BIOGRAPHICAL INFORMATION
AAEP Member-Based Observational Research Studies

Name: _____ Title: _____

Education (Begin with baccalaureate training and include postdoctoral):

Institution and Location Degree Year Conferred Scientific Field

Honors:

Major Research Interest:

Role in Proposed Project (be specific):

Previous and Current Research Support (title and dollar amount):

Research and/or Professional Experience: Starting with the present position, list training and experience relevant to area of this project. List five publications (not abstracts or proceedings) of applicant that are relevant to this project. An additional page (but no more) may be used.

List other available support for this project (source and amount):

List other requested support for this project (source and amount):

Date Received:

C. FACILITIES STATEMENT
AAEP Member-Based Observational Research Studies

Privileged Communication

Facilities Statement (not to exceed ½ single-spaced page): Describe the facilities and equipment available for use in this project.

Date Received:

D. PROPOSAL APPLICATION
AAEP Member-Based Observational Research Studies

Privileged Communication

All pages must be type-written in type font 11 or greater, single-spaced with one-inch margins, and the pages numbered bottom center. Sections 1-6 cannot exceed a total of 5 pages or individual sections exceed the page given limits.

1. Hypothesis (not to exceed ½ page): Concisely state your hypothesis as a statement or series of related statements that can be tested by experiment.
2. Specific Aims (not to exceed ½ page): Describe what the proposed research is intended to accomplish within the one-year funding period.
3. Background and Significance/Preliminary Studies (not to exceed 1 page): Briefly discuss the background of the proposal by critical evaluation of existing knowledge and by identification of gaps, which would be addressed by the proposed research. State concisely the importance of the proposed research by relating the specific aims to the broad, long-term objectives of the proposed investigation and the field of equine medicine and surgery. Applicants may also use this section to describe preliminary studies that are pertinent to the application or to provide other information that will help establish the competence of the investigator to undertake the proposed research.
4. Experimental Approach (not to exceed 2 pages): The experimental design and procedures should be described in detail. Include the means by which data will be collected. Discuss potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the stated aim (section above). Provide a tentative sequence or timetable for the investigation.
5. Statistical Methods (not to exceed ½ page): Describe how the data will be analyzed and interpreted. State the statistical methods to be used. Specify the number of observations required to yield statistically significant results at a particular confidence level (e.g., 0.05).
6. Pitfalls and Limitations (not to exceed ½ page): List and describe any potential pitfalls or limitations to successful completion of the study and address how these will be addressed.
7. References (not to exceed 1 page): List appropriate articles in order cited according to the format for *AAEP Convention Proceedings*.