**DCS Pilot Study Pre-Proposal Guidelines**

The purpose of the pilot study funds is to provide DCS funds (up to $2500) for small pilot experiments with the intent that the findings will then be used for development of a larger study. Application for pilot funds does not count towards the DCS graduate student requirement to submit a full grant proposal to the DCS Research and Graduate Studies (RGS) Committee for approval prior to completion of their programs.

Submission of a full DCS grant proposal by the graduate student for RGS committee approval can occur at a later date and must follow the Resident Full Grant Proposal guidelines. Should DCS funding be requested for the full proposal, the amount requested must account for what was received as pilot study funding ($5000 – pilot $$). For example, if pilot funding of $2500 was granted, then only $2500 in DCS funding may be requested with the full proposal.

**DCS Resident Pilot Study Pre-Proposal Format**

**Section I: Title Page –** This should not exceed 1 page and should include the following information.

1. Project title

2. Names of the principal investigator/primary mentor, lead graduate student/resident and co-investigators along with their academic title and department.

3. Amount requested (maximum $2500)

**Section II: Study Proposal-** This section of the application should not exceed **1 typed page,** and should include 1-inch margins and an easy-to-read 12 point font. The following sub-sections should be included.

**1. Specific Objectives:**

Be precise and enumerate clearly. Feasibility and realistic expectations are paramount.

**2. Relevant Background and Justification for Pilot Study:**

Include any relevant references. Clearly state why this information is needed and how it will be used/applied towards a larger study. If the pilot study involves evaluation of a new medication, assays, diagnostic testing, etc., this should be clearly indicated.

**3.** **Experimental Methods:**

This section should clearly and concisely describe proposed approach to complete objectives. Be precise about number of animals, treatments, sampling schedules, etc.

If client‑owned animals are to be used, demonstration that the institutional caseload is adequate to provide the required number of animals is required.

**4. Timetable and future directions**

Short description of timeline for collecting pilot data and for future related research. Relevant funding agencies for future studies should be mentioned here.

**Section III: Cited References, Budget, and Narrative Budget Justification -** This should not exceed 1 page

1. **Budget:** this must be presented in tabular format (see example below) with costs for DCS funds not to exceed $2500.

Examples of required information include expenses for documented procedures, diagnostics, supplies, laboratory expenses, animal usage and housing, etc. Clearly denote price for each item, number of items required and total price for that item/assay/diagnostic/etc.

If applicable, indicate where additional funds to support pilot study will be from and how they will be used.

**2. Budget Justification:**

Items not justified may be deleted from the budget of an approved/funded proposal. Justify the cost of supplies, diagnostic or laboratory testing. Publication, travel, or salary costs are not permitted. If additional funds will be used to support the pilot study, please indicate in justification how from and how they will be used.

**Example Budget Worksheet (include additional detail under each heading if applicable):**

|  |  |
| --- | --- |
| **Category** | **Total** |
|  |  |
| **Consumable Supplies:** |  |
| **Laboratory or diagnostic analysis** |  |
| **Animal Use & Care: (if applicable)** |  |
| **Other (if applicable)** |  |
| **Total Requested:** |  |