CVM Clinical Sciences Research Grant Process

Timeline: 9-6 Months

?IDEA?

Generate Research Question
What is known? What is the knowledge gap you are trying to fill? Why would the answer matter? What is the impact?

Review Grant Opportunity
What are the funding agencies, grant deadlines, studies wanted?
See DCS Research Administration Coordinator Christie Sayre, or go to CVM Research Dashboard.

Generate Aims Page
Single page summarizing rationale, research gap, hypothesis, approach, and impact.

DCS Drop-In Session
Contact Maria Hopko for dates/times.

Preliminary Data?
Available to support your question/approach?

Review
with colleagues and collaborators. Optional DCS Drop-In session to refine idea.

How Will You Perform Study?
What type? How many? Analysis methods? Statistics?
Cornell Statistical Consulting Unit **Free** consultation.

Share Intent
If planning to apply to a call complete the Proposal Notification Form. For questions contact DCS Research Grant Coordinator Christie Sayre.

Consider Potential Collaborators

Cornell Veterinary Medicine

Cornell Preclinical Services Core
Clinical Trials Center
DCS Innovation Lab
COHA representative Dr. Marta Castelhano

CUVS or Weill Collaboration
CUVS contact Dr. Susan Hackner
Weill contact Dr. Gary Koretsky

Timeline: 6-3 Months

Draft Budget
Can I afford to do what I propose within available budget?

Review Budget
with DCS Research Admin. Coord. Christie Sayre. If template budget is needed she can provide one.
Carol Frederick will assist with Clinical Trials labor estimate or hospital cost planning.

Identify Collaborators
Who will assist with study to bring complementary strengths and fill gaps in your own knowledge/skills? Share your Aims page with them. Ask for feedback. Ask them for their commitment to participate early on.

External Collaborators/ Companies
requiring Non-Financial Agreements (NFA's) such as Material Transfer Agreements (MTA's) to participate in the submission. Contact Christie Sayre

Write Proposal
Requires dedicated blocks of uninterrupted time.
Work out most effective time of day for writing.
Block off time. Turn off email.
No meetings.

Share Draft
with colleagues or DCS Drop-In Session (contact Maria Hopko).

While waiting, submit IACUC/ CUVCSC request if the project involves vertebrate animals.

CVM Internal Peer Review
Two stages of review and benefits such as copy-editing support. Receive 5% of indirect costs for secured external funding. Must enroll at least three months before sponsor due date.
Contact Molly Towne

Be aware of Cornell Proposal Submission Policy

Iterate
Repeat steps as needed. This means allowing much more time (3—5 x) than you think you will need. That means not doing something else. It's worth it.

Timeline: 3-0 Months

Q: Will animals undergo any procedure that is not accepted practice for its clinical condition?

If Yes: Submit IACUC Protocol.
Clinical Trials Coord. Carol Frederick can help.
For IACUC questions contact Christine Bellezza or Rob Felt.

If No: Submit request for IACUC exemption to CUVCSC, through Clinical Trials Coordinator.

Data Management Plan
RDMSG can assist you if a DMP is needed. **Free** consultations.

Templates
Various templates are available from Christie Sayre.

Refine Proposal
Finish list of collaborators, facilities & equipment and other sections. Collate and refine Biosketches and letters of support.

Cross-Check Design
against STROBE/CONSORT and ARRRIVE guidelines at Equator-Network.
Use this site: https://equator-network.org/toolkits/selecting-the-appropriate-reporting-guidline/

Timeline: > 15 Days

SUBMIT
Vet CRO Proposal Notification Form no later than 15 days before the deadline.
Final proposal documents , subcontract and collaborator documents, and if not final a draft of the research content to DCS Research Administration Coord Christie Sayre for review **no later than 9:00 am 7 days ahead of deadline**.

CRO Review
Submit final administrative content **no later than 9:00 am 5 days** ahead of sponsor deadline.

* If draft research documents weren't shared, final Research content due to CRO no later than 9:00 am the day of the deadline. No review of these docu-

CRO comments
If deadline is met CRO will provide comments to PI and if time permits CRO re-review.

Submission by CRO to funding agency
Before or on due date

CUVCSC = Cornell Univ. Veterinary Clinical Studies Committee
CTC = Clinical Trials Coordinator
CRO = College Research Office (CVM)
IACUC = Institutional Animal Care and Use Committee
IBC = Institutional Biosafety Committee
IRB = Institutional Review Board (human subjects)
OSP = Office of Sponsored Programs

Additional Resources
1. DCS Grant Drop-In Session (held twice monthly)
2. Clinical Trials home Clinical Trials Faculty Resources
3. CVM CRO Research Dashboard
4. Cornell Research Services
5. DCS Innovation Lab

Contact Doug Fink (daf224) for changes or copies. 1/1/2026