

**2018 Program Changes/Additions****International:**

- We are continuing the program for students from the veterinary schools of France and the Netherlands. In addition, for the first time in 2018, two students from Hannover Vet School in Germany will have the possibility to experience a summer research training at one of the North American schools. If you choose to host a student from either country, please note that funding for these European students will be in addition to the funding each school is granted as part of their application. You will be informed in early 2018 of the names of the students that are authorized by their schools to apply for the program. Only those students that are authorized by their schools in Germany, France and The Netherlands will be sponsored by Boehringer Ingelheim (BI).
- Funding students to attend the summer symposium –
  - In 2018, Boehringer Ingelheim will fund travel and registration to the summer symposium for a maximum of four BI scholars per school. Schools may continue to send more students by securing funding from an alternate source for travel and registration.
  - Please pay attention to Question 15 in the questionnaire regarding contact information related to the payment process.

**Alumni Tracking:**

Please provide alumni tracking for the Boehringer Ingelheim Veterinary Scholars up to five years or beyond if available. The tracking information should be filled out in the attached excel spreadsheet and submitted with the application package by October 31, 2017.

## **2018 Boehringer Ingelheim Veterinary Scholar Program – Instructions to Applicant**

### **Program Mission**

The mission of the Boehringer Ingelheim Veterinary Scholars Program (BIVSP) is to provide an opportunity for veterinary schools to expose first and second year veterinary students to biomedical research through a scholar internship program. By providing a supportive research environment in an established laboratory together with seminars and discussion groups on careers in science, it is hoped that students will consider the pursuit of a career in biomedical research as one of their options after completing their veterinary degree.

### **Funding Requirements**

- Funding for the program will be provided by Boehringer Ingelheim. Funding for approved proposals will be for one calendar year and must be used within the calendar year provided. Any remaining funds must be documented in the program review.
  - Grants are awarded on a competitive basis and proposals are closely reviewed against required criteria. Grant awards requesting funding up to a maximum of \$20,000 (USD) will be considered.
- Boehringer Ingelheim funding can be used only for stipends of students who are enrolled in the BIVSP. The funding request should be based, with one exception (see travel expenses of non-host-school students below) directly upon the number of scholar stipends requested. The funding request for Boehringer Ingelheim matching funds for each student stipend will be consistent with the 2015/2016 NIH T35 established rate.
  - Boehringer Ingelheim funds must not cover travel (with the one exception to specifically support travel cost for non-host scholars to and from the host institution at beginning and end of the program).
  - Boehringer Ingelheim funding must not be used for 1) indirect costs (fixed and administrative), 2) capital expenses 3) research materials, or 4) graduate, post-doctoral or residency stipends.
- The Boehringer Ingelheim grant is a matching grant. Each school must match the funding provided by Boehringer Ingelheim for the program. College matched stipends equal to the Boehringer Ingelheim stipends may be obtained from college budgets or other grants; the source of the matching funds must be clearly stated.
- It is expected that each school will provide the necessary funding to cover the proposed extracurricular activities outlined in the submission as these are considered an integral part of the Boehringer Ingelheim experience and by extension, the selection process.

### **Scholar Selection**

- As the program mission is to provide students with an initial exposure to a research experience, preference will be given to programs that provide opportunities for students who do not have past research experience.
- Promotion of a school's program to non-host scholars outside its own campus should be enhanced by a user-friendly website and by notification of the Boehringer Ingelheim program directors and/or Associate Deans at other funded and non-funded veterinary schools. On the application table, each school should indicate in the submission the number of scholars, and the number of non-host school scholars its program is proposing to accommodate.

### **Research**

- Research can occur anytime in the calendar year but preference will be given to summer projects.
- Individual projects should enable the student to formulate a testable hypothesis, identify specific objectives, conduct research, interpret data and present their findings in the form of an abstract and/or poster. Demonstration of the use of biomedical research skills in specialty fields (e.g. Pathology, Toxicology, Laboratory Animal Medicine, Pharmacology, Clinical, and Imaging) is desirable.
- Subsequent presentations/publication on the research should clearly acknowledge that the research was supported in whole or in part by the BIVSP.

## 2018 Boehringer Ingelheim Veterinary Scholar Program – Instructions to Applicant Schools (continued)

### Extracurricular Activities

- The school program should have a clearly defined set of activities to enable students to learn about the broad aspects of careers in research. Examples include interactive workshops on ethics in research, grants writing, journal clubs, decision making/leadership, preparation of Curriculum Vitae, and letters of application for work; off campus visits to research centers with discussion and presentations by outside faculty from academia, government and industry. Identification and goals for each of the proposed trips and workshops should be provided in the proposal, along with procedures in place to ensure scholars' attendance is possible at the workshops and trips.
- Activities should only be listed in the proposal where it has been confirmed in advance that the school will provide the required funding.
- Attendance at the 2018 Boehringer Ingelheim symposium by the Program Director and a representative number of the funded scholars is mandatory.
- Boehringer Ingelheim will fund travel and registration to the symposium for a maximum of 4 BIVSP scholars per school. Schools may continue to send more students by securing funding from an alternate source for travel and registration.
  - Definition of BIVSP scholars for purposes of the application – a student who receives half of their funding from Boehringer Ingelheim – a student costs \$5K
    - If Boehringer Ingelheim provides \$10K to a school and the school matches with \$10K that equals \$20K for that schools program, which equals 4 Boehringer Ingelheim scholars.
    - If Boehringer Ingelheim provides \$20K to a school and the school matches with \$20K that equals \$40K for that schools program, which equals 8 Boehringer Ingelheim scholars.

### 2018 School Application Process

**Please forward by October 31, 2017, the 2018 submission as an electronic copy in PDF format and the alumni tracking information by completing the Excel spreadsheet provided to Dr. Roberto Alva at [roberto.alva@merial.com](mailto:roberto.alva@merial.com).** Submissions will not be accepted by hard copy.

The application package must be made using the application template which follows and must include these items:

- One application signed by the Dean or Associate Dean of Research of the college.
- Each application for funding in the following calendar year must be no more than three pages in length and include the objective, program description, process and budget. Information which is requested in the table of section does not need to be duplicated in the 3-page narrative in Section II. Additional lines within each box on the table may be added, if needed to provide complete information.
- All colleges that have been funded in 2017 must submit a 2017 program review at the time of 2018 funding application.

## 2018 Boehringer Ingelheim Veterinary Scholar Program – Instructions to Applicant Schools (continued)

**Program submissions must be complete in content to be considered for funding.**

**Programs will be evaluated based upon the following guidelines:**

- 40% 2017 Program Review (if applicable)
  - Host school website review
  - Boehringer Ingelheim Scholars tracking information
  
- 60% 2018 Program Proposal (research; seminar program and extracurricular activities)

<b>Schedule:</b> October 31, 2017:	Deadline for BIVSP applications
January 11, 2018:	Schools notified of funding status via email
January 22, 2018:	Post program on the BIVSP website
April 17, 2018:	2018 funding circulated

### Website Requirement

All schools, once notified of approved funding for 2018, must post their program by January 22, 2018 on the BIVSP website: [www.merialscholars.com](http://www.merialscholars.com). A link should be provided at this site that will access the web page of the BIVSP at the funded school. Similarly, the BIVSP web page of the funded institution should also contain a link to the national website listed above. The BIVSP web page at the funded school should be easily found from the main veterinary college home page of the funded institution and should contain a complete description of the program, a list of potential mentors and summary of their research interests (with contact information), proposed extracurricular activities for the program, and have text acknowledging the summer program is funded in part by Boehringer Ingelheim Veterinary Scholars Program summer symposium (or related text). Application information and submissions must be available online. Stipend information and availability of the program to students from non-host veterinary schools should be included on the web page.

Dr. Roberto Alva  
Executive Director, Boehringer Ingelheim Veterinary Scholars Program  
Senior Director, Clinical R&D  
Boehringer Ingelheim  
706-552-2278  
[roberto.alva@merial.com](mailto:roberto.alva@merial.com)

<Cover Memo Template – to be pasted on school letterhead>

<Dean of School or Associate Dean of Research>

<Telephone Number>

<Email address>

<Dean's Letter text here>

<Signature, Dean or Associate Dean of Research>

<Title Dean or Associate Dean of Research>

## Boehringer Ingelheim Veterinary Scholars Program Funding Application Template

### I. Descriptive Information

1. School Name:	
2. BIVSP Application Year:	<b>2018</b>
3. Name of Program Director(s): Telephone number: Email Address:	
<b>Proposed 2018 Program</b>	
4. Total number of Boehringer Ingelheim student slots planned – encompassing both Boehringer Ingelheim funding and school matching funds? (example: if 1 student = \$5K then \$10K requested from Boehringer Ingelheim + the school's matching \$10K; equals a total of \$20K or planned funding for 4 Boehringer Ingelheim scholars)	
5. Amount of 2018 matching funds (for student stipends and non-host student travel only) requested from Boehringer Ingelheim? (using above example = \$10K)	
6. Total number of BIVSP slots planned for non-host students?	
7. Would you be willing to plan for one of your non-host slots would be for a student from Utrecht, Hannover or the French veterinary schools?	
8. When combining Boehringer Ingelheim and school matching funds, the amount of stipend per week students will receive (Boehringer Ingelheim program support should be consistent with NIH T-35 stipend – if not please briefly explain)	
9. Will the Boehringer Ingelheim funds be used only for stipends and non-host student travel? (yes/no)	
10. What is the source of matching funds?	
11. Duration of the Boehringer Ingelheim funded research program in weeks (if not weeks, please specify)	
12. If an award is made to your school, will your website be live by January 22, 2018? (yes/no)	
13. If an award is made, will your website comply with the website requirements described in the Instructions to Applicant Schools? (yes/no)	
14. If an award is made, to whom should the check be made payable?	
15. <u>Provide mailing address and contact name where funding should be mailed.</u>	
16. <u>Contact person (e.g. business office) who can address questions to ensure proper receipt and processing of the BIVSP award check (questions may include: W9s, W8s, tax ID numbers, new Vendor Accounts, etc)</u>	<ul style="list-style-type: none"> <li>• Name:</li> <li>• Telephone:</li> <li>• Email address:</li> </ul>

<b>2017 Program Review</b>	
1. Number of BI Slots planned for non-host students at your school in 2018?	
2. Number of non-host student(s) who received BI funding at your school in 2017?	
3. What were their home institution(s)?	
4. Did the program director attend the 2017 Boehringer Ingelheim/NIH Symposium? (yes/no)	
5. How many veterinary students from the BIVSP attended the 2017 Boehringer Ingelheim/NIH Symposium?	
6. If known, how many veterinary students with T35, university, or other funded research attended the 2017 Boehringer Ingelheim/NIH Symposium?	
7. Regarding your 2017 Boehringer Ingelheim program website – did it have a link on the Boehringer Ingelheim Scholars overall Program website? (e.g. non host students could go to the Boehringer Ingelheim overall Scholars Program website and click on a link to navigate to the program at your school)	
8. Regarding your 2017 Boehringer Ingelheim program website - were both host school and non-host students able to apply electronically (includes via email) (yes/no)	

**II. 2018 Program Proposal (this section should not exceed 3 pages, 10 pt Arial font, 0.5 inch margins)**

**A. Program Objectives and Description (include any relevant program synergies or touch points with related research or summer programs for veterinary students at your school)**

**B. Research and extracurricular activities information including Workshops/Trips – plans and goals;**

**C. Advertising and application processes, including criteria to be used for Scholar Selection and criteria to be used for Mentor Selection**

**D. Program Budget**



### **III. 2017 Program Review (if funded in 2017)**

**A. Proposed changes to 2018 program from 2017 and previous years and reasons why or why not.**

**B. Synopsis of all extra-research activities organized for the 2017 program.**

**C. Director's and scholars' review of the 2017 symposium and suggested changes to the future symposia.**

#### **ATTACHMENT 1: Boehringer Ingelheim scholar Alumni (from your institution only – information is not needed for non-host students.)**

An update of Boehringer Ingelheim scholar alumni from your institution in the new **Excel format** that provides:

- 1) The scholars' by identifying number, initials or name.
- 2) Year of BIVSP scholarship.
- 3) Year of DVM.
- 3) Career paths to date (minimum to first employment post veterinary graduation) using categorical classification where possible (e.g. advanced education, private practice, industry, etc.).
- 4) Please indicate the total BIVSP alumni tracked in each year relative to the total veterinary school alumni number in each year (% tracked).

**ATTACHMENT 2: All student and faculty exit interviews and program evaluation forms** (Please include unedited responses from scholars and mentors - Comments may be provided anonymously)