

2020 Program Changes/Additions

International:

- We are continuing the program for students from the veterinary schools of France, the Netherlands and Germany. If you choose to host one of these students, please note that funding will be in addition to the funding each school is granted as part of their application. You will be informed in early 2020 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 2020, Boehringer Ingelheim will fund travel and registration to the National Veterinary Scholars 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, 2019.

2020 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, second and third 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. Applications 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, directly upon the number of scholar stipends requested.
 - Travel cost assistances for BIVSP students to and from the symposium and back to the institution where the scholar is enrolled in the program will be provided with addition to original grant and will be dispersed to each individual school that has BIVSP sponsored students.
 - 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.

20120 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 are also well appreciated by participants. 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 2020 National Veterinary Scholars 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.

2020 School Application Process

Please forward the completed application as an electronic copy in PDF format by **October 31, 2019**. The 2019 application and the alumni tracking information (Excel spreadsheet) should be emailed to Dr. Roberto Alva at roberto.alva-valdes@boehringer-ingelheim.com. Submissions will not be accepted by hard copy.

The application package must be made using the application template and should not exceed three pages in length. Applications must include these items:

- One completed application signed by the Dean or Associate Dean of Research of the college.
- A concise description of the objective, program description, process and budget. Information requested in the table of Section I 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 2019 must submit a 2019 program review at the time of 2020 funding application.

2020 Boehringer Ingelheim Veterinary Scholar Program – Instructions to Applicant Schools (continued)

Program submissions must be complete to be considered for funding.

Programs will be evaluated based upon the following guidelines:

- 40% 2019 Program Review (if applicable) including evaluations of participating students and mentors
Host school website review
Completeness of Boehringer Ingelheim Scholars tracking information
- 60% 2020 Program Proposal (research; seminar program and extracurricular activities)

Schedule: October 31, 2019:	Deadline for BIVSP applications
January 15, 2020:	Schools notified of funding status via email
January 31, 2020:	Post program on the BIVSP website
April 15, 2020:	2019 funding circulated

Website Requirement

All schools, once notified of approved funding for 2020, must post their program by **January 31, 2020** on an appropriate page or section of their school website that can be easily found from the main veterinary college home page of the funded institution. Information should include 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. The page should include text acknowledging the summer program is funded in part by Boehringer Ingelheim Veterinary Scholars Program (or similar text). Application information and submissions also 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.

Links to these individual institution pages are provided on the official [BIVSP program website](#) maintained by Boehringer Ingelheim. If the url of the page containing this program information has changed since 2019, please provide the new link so that we can update our website.

Similarly, the BIVSP web page of the funded institution should contain a link to the official program website listed above.

Roberto Alva, DVM, MS, PhD
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Boehringer Ingelheim Animal Health
706-552-2278
roberto.alva-valdes@boehringer-ingelheim.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:	2020
3. Name of Program Director(s): Telephone number: Email Address:	
Proposed 2020 Program	
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 2020 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 31, 2020? (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"> • Name: • Telephone: • Email address:

2019 Program Review	
1. Number of BI Slots planned for non-host students at your school in 2020?	
2. Number of non-host student(s) who received BI funding at your school in 2019?	
3. What were their home institution(s)?	
4. Did the program director attend the 2019 National Veterinary Scholars Symposium? (yes/no)	
5. How many veterinary students from the BIVSP attended the 2019 National Veterinary Scholars Symposium?	
6. If known, how many veterinary students with T35, university, or other funded research attended the 2019 National Veterinary Scholars Symposium?	
7. Regarding your 2019 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 2019 Boehringer Ingelheim program website - were both host school and non-host students able to apply electronically (includes via email) (yes/no)	

II. 2010 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. 2019 Program Review (if funded in 2019)

A. Proposed changes to 2020 program from 2019 and previous years and reasons why or why not.

B. Synopsis of all extra-research activities organized for the 2019 program.

C. Director's and scholars' review of the 2019 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)