

# **Guidelines for Research Proposals Submitted to the CVMVCD**

## **FORMAT**

Proposal must be in 11 point or larger font, with one-inch margins on each side.

Figures, charts, tables, figure legends, and footnotes may be smaller in size but must be readily legible.

### **Principal Investigator**

There can only be one Principal Investigator. Include name and institutional affiliation.

### **Project Title**

Descriptive of the project and highlighting the impact to the Coachella Valley.

### **Funds Requested**

Bring total forward from the budget spreadsheet. For each project year please submit a separate spreadsheet. For a 2-year project list the totals for year 1 and year 2 separately as well as a spreadsheet for the overall cost of the project. Each spreadsheet can be saved in the same Excel workbook. If this is the second year of the project, please update the previously submitted spreadsheet to reflect changes in costs (e.g., raises, changes in personnel, changes in travel plans, etc.)

The District actively provides in-kind support. Requests for funds to include indirect or overhead expenses may be included in the proposal. It is the policy of the Board that up to 10% of the approved funds may be used to cover indirect or overhead expenses by the institution.

### **Collaborator(s)**

List name(s) and institutional affiliation(s).

## **BODY OF PROPOSAL**

### **1) Specific Aims.**

State the specific purposes of the research proposal and the hypotheses to be tested.

### **2) Background and Significance.**

Sketch briefly the background to the proposal. State concisely the importance of the research described in this application by relating the specific aims to broad, long-term objectives.

### **3) Research Design and Methods.**

Provide an outline of:

- Research design and the procedures to be used to accomplish the specific aims
- Tentative sequence for the investigation

- Procedures by which the data will be analyzed

#### **4) Potential District Involvement.**

In many projects, involvement from District staff may be required, or may help the work of the project significantly. Such collaborations are welcome as they can help both the District staff and Investigators in furthering vector control research. Indicate what if anything is expected of the District in terms of employee time, actions to be performed, and supplies.

#### **5) Benefits.**

Note how this research will benefit the Coachella Valley Mosquito and Vector Control District and the constituents of the District. Also note which of the research interests of the District this proposal addresses. Successful projects are able to indicate benefits in the near term to the District and its constituents.

#### **6) Literature Cited.**

List all literature references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. **The reference should be limited to relevant and current literature.**

#### **BIOGRAPHICAL SKETCH**

- 1) Name
- 2) Position/Title
- 3) Education/Training (*Begin with baccalaureate or other professional education*)
- 4) Positions and Employment
- 5) Other Relevant Experience, Previously and Currently Awarded Grants
- 6) Selected Peer-reviewed Publications