

## STAGE 1 APPLICATION FOR A VMG RESEARCH AWARD

### TERMS AND GUIDANCE NOTES

Thank you for your interest in this call for research proposals. Please read this guidance carefully before completing your application. You might also find it helpful to review information about the Veterinary Management Group (VMG) on our website ([www.vetmg.com](http://www.vetmg.com)) while planning your proposal.

Applications will be assessed at this stage based on: (1) the relevance of the proposal to the aims and interests of the VMG, (2) engagement with relevant literature and developments in the field, (3) the clarity of the aims of the proposal, (4) the quality and feasibility of the research design, and (5) the potential for meaningful impact. Further details will be requested if your proposal reaches Stage 2.

#### ELIGIBILITY

Applications are welcome from researchers in academia, industry and/or practice, providing they can demonstrate the capability to carry out the proposed research project to a publishable standard. Postgraduate students are welcome to apply – a letter of support from the student's supervisor will be required if the application reaches Stage 2. Undergraduate students may apply for a small award (£100) to support an eligible final-year project, research module project, intercalation project, or similar. Again, supervisory approval will be required.

Applications are welcome from international teams, although the Principal Investigator must be UK-based for tax purposes. Please note that proposals must be directly relevant to UK practice and we will not fund international comparative studies. Proposals must be made in English. Awards will not be made retrospectively, i.e. the research must not have started when the application is made.

#### SCHEDULE

**Stage 1 applications must be received by 19<sup>th</sup> July 2019.** Additional details required at stage 2 must be received by Friday 13<sup>th</sup> September 2019; and final Award decisions will be made at the September VMG Board Meeting. A summary of the research findings (or an advanced progress report if not fully complete) must be received by the VMG by June 2020. Award holders will be invited to present their completed research at the VMG's Annual Congress in January 2021.

Please complete all sections as fully as possible. Word count guidelines are included on the form where applicable. Sections 1, 5 and 6 (if applicable) of the form will be separated from the research proposal part of your application prior to review. If you have any queries, please contact Dr Hannah Perrin via [media@vetmg.com](mailto:media@vetmg.com).

## 1. THE RESEARCH TEAM

The primary investigator should be the person making the application. This person will be responsible for overseeing the research and the primary contact for the VMG.

- 1.2 If you do not have an ORCID ID, you can register for one here: <https://orcid.org/register>.
- 1.7 This will be the primary means of contact so you should ensure that the email address is monitored regularly.
- 1.8 Please list your qualifications in business/management, social research methods, clinical practice, health services research, and/or other relevant fields. We welcome applications from researchers in diverse subjects as part of our desire to share best practice and apply the principles of evidence-based practice to our work. The researcher and/or research team should demonstrate that they have, between them, the skills to produce outcomes that will advance our understanding of veterinary business, leadership and/or management as an academic discipline. Researchers from other fields might like to elaborate on the relevance and/or transferability of their experience under question 1.9.
- 1.9 Please summarise your research experience and relevant employment history. A full CV for each member of the research team will be required at Stage 2.

## 2. THE RESEARCH PROJECT

Applications from researchers proposing qualitative or quantitative research, or a mixed methods approach, are welcome.

- 2.2 Your proposal will be read by referees from different academic fields, so should be clearly intelligible by readers from outside your specific discipline.
- 2.3 This should clearly state the question(s) to be answered by your proposed project. Unclear or unfocussed research questions will likely result in a rejection of the application.
- 2.4 The context and rationale should include a brief overview of relevant existing research, and how your proposed project fits into this framework, addresses a gap in understanding, and/or will advance current knowledge. Full references are not required at this stage.
- 2.5 and 2.6 A brief outline and justification is required here. If you are proposing the use of novel methods, please ensure these are explained.
- 2.7 A brief outline of ethical considerations for the research is required here. A fuller exploration of ethical and data protection considerations will be required if your proposal reaches Stage 2. Proposed research must not involve the use of animals (i.e. falling under the Veterinary Surgeons Act 1966 or the Animals (Scientific Procedures) Act 1986).
- 2.8 Please state which Research Ethics Committee will approve your research proposal. If you are based in an educational or research organisation, this will be your institutional REC. If you are practice-based or elsewhere, you may like to refer to the RCVS's Ethics Review Panel: <https://www.rcvs.org.uk/who-we-are/committees/ethics-review-panel/>.

### 3. OUTCOMES AND IMPACT

Successful applicants will be invited to present a summary of their research to the VMG's Annual Conference and to provide a summary of their work to assist in the VMG's dissemination of findings. At least one paper is expected to be submitted to a peer-reviewed journal in an appropriate field.

- 3.1 Please outline the benefits of your proposed research to the veterinary management community.
- 3.1 List the means by which you would expect to disseminate your research findings (e.g. journal papers, conferences, industry and other media or publications, etc)

### 4. LOGISTICS

- 4.1 Please outline your projected timeline for the project (see under 'schedule' above for guidance).
- 4.2 If the proposed research is part of a larger project, please give brief details. Awards made under this scheme must be self-contained, with defined outcomes, and not reliant on the completion of parallel projects.
- 4.3 At this stage we only need the level of funding you are applying for rather than a full economic analysis (this will be required at Stage 2 if your proposal reaches this stage). As a guide, VMG Research Awards can cover: materials and equipment, software, advertising, stationery and postage, UK travel, and research administration services such as transcription or statistical support. We will not cover the salary costs of the researcher(s), replacement teaching or locum costs, course/tuition fees, association/ membership fees, institutional overheads, endowments, or items of equipment or software over £250. Funding for Open Access publishing may be provided on completion but should not be included in the budget projection at this stage. Funding for compensation for research participants must be discussed and justified in the full ethics discussion if this is required at Stage 2.
- 4.4 Intellectual Property Rights: Acceptance of a VMG Award provides the VMG with the right to receive a share of any commercial returns commensurate with the financial or other support given.
- 4.5 If funding is being sought from any other organisation, please give brief details. In order to maximise the efficiency of research funding provision, we will not duplicate projects which are successful in securing funding from elsewhere. If funding is awarded for the project from another organisation, the VMG must be informed immediately and the VMG Award forfeited.

Those supported by VMG Awards are not employed by the VMG and the VMG has no liability as an employer. The VMG requires the host institution or organisation to take all reasonable precautions to safeguard the health and safety of those involved with the research.

**The VMG's support of the research must be acknowledged in all publications, presentations and other dissemination of results. An electronic logo for use by Award holders will be provided from the VMG office.**



Veterinary Practice Management Association Limited trading as Veterinary Management Group and VMG  
(Registered in England and Wales, Reg. No. 7197536)  
Registered Office: Calyx House, South Road, Taunton TA1 3DU  
Tel: 07000 782324 Email: [office@vetmg.com](mailto:office@vetmg.com) Website: [wwwvetmg.com](http://wwwvetmg.com)