

ICVA ASSESSMENT GRANT – Letter of Intent

The purpose of an ICVA assessment grant is to support best practices in assessment by validating current practices, discovering new practices, and publishing findings on implementation of assessment practices in veterinary medical education. Proposals that demonstrate capacity in building knowledge of assessment practices and methods will be given priority. A letter of intent (LOI) for projects/proposals that focus on technology development, evaluation of existing institutional practices, and/or the use of assessment to research a change in teaching and learning methods will not be recommended for full application.

The LOI allows ICVA to review proposed projects against set criteria and to determine who is invited to submit a full proposal.

Total project budgets should not exceed \$40,000 USD and are limited to a period of 3 years.

Suggested areas of interest/themes that may be considered for the ICVA grant include (but are not restricted to):

1. Assessment of students/graduates:
 - a. Longitudinal assessment/systems of assessment
 - b. Assessment of competencies
 - c. Assessment of pre-clinical and basic science knowledge
2. Assessment of educators
3. Assessment of curricula:
 - a. Outcomes assessment
 - b. Assessment of admissions/selection criteria
4. Novel methods of assessment

Criteria: faculty from AVMA-accredited schools are encouraged to submit proposals. Proposals will be scored and evaluated according to three (3) overarching criteria, each with equal weight:

- Quality of the research:
 - Aims that are informed by appropriate literature review and design of methods that will address the research questions/ hypotheses
- Feasibility of the research:
 - Financial, ethical, researcher expertise, timeframe
- Utility of the research:
 - Transferable practical impact on assessment practices in veterinary medical education

For questions regarding the grant competition or inquiries about how best to proceed, please contact Dr. Kent Hecker at khecker@icva.net

Please email completed forms to vgoddard@icva.net



Timeline for the ICVA Grant Application Process

- April 15, 2026: Grant announcement
- LOI due date: June 30, 2026
- Invitation for full proposal: August 1, 2026
- Deadline for submission of full proposal: October 30, 2026: 11:59pm EST
- November-December 2026: application review
 - o Applications will be reviewed by a minimum of two (2) ICVA Academic Veterinary Assessment Committee members
- January 2027: Applicants notified of awards

Letter of Intent

NAME OF PRINCIPAL INVESTIGATOR:		
AFFILIATION:		
E-MAIL:		
CO- APPLICANT NAME:	AFFILIATION:	E-MAIL ADDRESS:
CO- APPLICANT NAME:	AFFILIATION:	E-MAIL ADDRESS:
CO- APPLICANT NAME:	AFFILIATION:	E-MAIL ADDRESS:
CO- APPLICANT NAME:	AFFILIATION:	E-MAIL ADDRESS:
APPLICATION DETAILS		
TITLE:		
PROPOSED START DATE:	PERIOD OF PERFORMANCE:	
AMOUNT REQUESTED:		

The signatures below certify that the applicant(s) will use the funding only for the purposes indicated in the proposal and corresponding budget. NOTE: Administrative overhead/indirect costs are limited to 10%.

() *"I certify that the content is an original idea, and the content, ideas, and methodologies were not generated by AI"*

Principal Investigator

.....
 Name

.....
 Signature

.....
 Date

Letter of Intent

Summary (max. 500 words)

Provide a brief summary of your proposal, describing the significance of the problem, the proposed research/assessment activity, and the expected outcomes/impact.

Specific Aims/Hypotheses/Research Questions (max. 500 words)

- Define the hypotheses, theoretical framework, aims and/or research questions that will guide your work.

Methods (max. 500 words)

- Describe the methods and procedures that will be used (how the assessment research will be carried out).
- Explain the choice of methodology, the data to be collected, the structure and protocol of experiments (or references to published methodologies), and the analyses to be done (including quantitative/qualitative methods).

Proposed Budget

- Provide a proposed budget in the following format, including a brief justification for the expenses:

Proposed Budget		
ITEM	CATEGORY	AMOUNT
1.	PERSONNEL (i.e., undergraduate student, graduate student, post-doctoral fellow)	
3.	SOFTWARE	
4.	CONSUMABLES	
6.	TRAVEL	
7.	PUBLICATION COSTS	
8.	OTHER EXPENSES – please specify:	
9.	Indirect Costs* (indirects will not be more than 10% of the grant)	
TOTAL GRANT REQUEST		

References: Maximum 10 references