

WCVM COMPANION ANIMAL HEALTH FUND

GUIDELINES FOR GRANTS IN AID OF RESEARCH

1.0 Assessment of Grant Applications to the CAHF

It is important that applications be of high quality, well written and presented within the guidelines below and on the form. New faculty are encouraged to have an experienced and successful grant writer assist them. It is imperative that projects initiated by students be jointly written with an experienced supervisor.

Criteria:

- 1.1 Companion animal oriented
- 1.2 Scientific merit and appropriateness of the budget
- 1.3 Projects to support the research of CAHF Fellows, WCVM graduate students, and WCVM undergraduate students
- 1.4 Start-up funds for new projects or areas of research
- 1.5 Support for new faculty
- 1.6 Evidence of attempts to secure external funding, wherever possible

2.0 Applications Procedures

2.1 Eligibility

Only faculty members of the WCVM are eligible to hold grants from the CAHF. The Fund allows and encourages people who are not WCVM faculty members to serve as co-applicants and collaborators.

2.2 Application Documentation

Application forms are available for the WCVM Research Office; electronic versions of this form are also available. All requests for funds from the CAHF must use this form(at). The application must be in a print size of 12 points or greater, or in cpi terms a maximum of 10 characters per inch.

2.3 Spending Plan/Budget

2.3.1 Generally, grant requests in the range of \$5,000 to \$20,000 will be considered.

2.3.2 Budget items will receive approval in the following order of priority; include all

- materials, supplies, animals, laboratory services, and animal housing
- salaries (e.g. undergraduate student or technician salaries)
- travel and publication costs
- equipment

2.4 Application Date

The deadline each year for applications is **November 15**

3.0 **Conditions of Award and Reporting Requirements**

- 3.1 Normally a final decision will be made by April 1.
- 3.2 Research projects will normally be funded on an annual basis. Unexpended funds will revert to the CAHF after three years unless a written request for an extension is received and approved by the Associate Dean (Research).
- 3.3 Any over expenditure of funds is the sole responsibility of the principal investigator.
- 3.4 Recipients of grants in aid of research are required to submit an annual statement of receipts, expenditures and commitments for each fiscal year (April 1 to March 31) by May 1st. A final report (400 word lay summary) is required upon completion of the research project, as well as copies of peer reviewed publications arising from the research project.
- 3.5 All expenditures must be consistent with the research and spending plan set out in the research grant application.
- 3.6 Recipients of grants in aid of research must submit a progress report each year by November 15th, separately or as a part of their new application to the CAHF. This report should be written in lay language suitable for *Vet Topics* and be no more than 400 words. Reports should emphasize the objectives, the results obtained, the application of the findings, and any deviation from the original research plan.
- 3.7 Failure to comply with these conditions, including the timely submission of a final report, will adversely affect future applications.
- 3.8. Funds are approved with the understanding that attempts will be made to secure external funding for support wherever possible.

PLEASE SUBMIT APPLICATION TO THE WCVM RESEARCH OFFICE

(Please remember that all projects using animals or animal tissues require an approved Assurance of Animal Care form. This approval must be obtained prior to release of any awarded funds.)

APPLICATION DEADLINE - NOVEMBER 15th

WCVM COMPANION ANIMAL HEALTH FUND

Application for Grant in Aid of Research

Date:

1. **PROJECT DIRECTOR:**

Dept:

2. **COLLABORATORS:**

Dept:

Dept:

Dept:

3. **PROJECT TITLE:**

4. **DOES THIS PROJECT INVOLVE THE USE OF LIVE ANIMALS
ANIMAL TISSUE/BLOOD**

If answer to either is YES, appropriate ethics approval must be obtained from the U of S Animal Care and Use program prior to release of research funds. Application procedures and forms are available at http://www.usask.ca/research/ethics_review/animalcare/index.php.

5. **OBJECTIVES:**

6. **SIGNIFICANCE FOR COMPANION ANIMALS:**

7. SUMMARY (Maximum of 250 Words)

8. PROPOSED INITIATION DATE:

COMPLETION DATE:

9. AMOUNT REQUESTED:

FUTURE NEEDS:

10. SIGNATURES:

Applicant:

Department Head:

Collaborator:

Collaborator:

Collaborator:

VTH Services (Exec Dir):

Prairie Diag. Services:

Vet Micro Lab Services:

Vet Biomed Sciences Lab Services:

11. **BACKGROUND INFORMATION** (500 words or less - include preliminary work, pertinent references and rationale):

12. **RESEARCH PLAN** (500 words or less):

13. STATISTICAL ANALYSIS:

14. BUDGET:

	Details	Sub-totals	Totals
a) Salaries (specify)			
b) Animals			
c) Animal Care			
d) Equipment			
e) Consumables			
f) Lab Services			
g) Travel (Maximum \$500)			
h) Computer Services (specify)			
i) Publication Costs (Maximum \$500)			
i) Other (specify)			
TOTAL			

15. OTHER RESEARCH SUPPORT HELD OR APPLIED (title, agency, amount, and whether held

or applied for):

For This Project:

For All Other Projects:

16. **PROGRESS REPORT FOR EACH ACTIVE CAHF GRANT (No more than 400 words for each. Use lay language suitable for *Vet Topics*. Add extra pages as needed.):**