***\*\*\*The TOC is already linked to the Headings within the template using the Microsoft Word Reference functionality for your convenience. However, feel free to delete and create your own TOC if you are not familiar with this functionality or have difficulty generating your desired TOC results. \*\*\****

# Table of Contents

[Table of Contents 1](#_Toc62815463)

[Scientific Abstract 2](#_Toc62815464)

[Study Proposal 2](#_Toc62815465)

[A. Statement of Purpose/Hypothesis/Objectives 2](#_Toc62815466)

[B. Background of Proposed Research 2](#_Toc62815467)

[C. Preliminary Studies 2](#_Toc62815468)

[D. Experimental Methods and Design 2](#_Toc62815469)

[E. Anticipated Problems or Obstacles 3](#_Toc62815470)

[F. Expected Outcome, Significance, and Application of Findings 3](#_Toc62815471)

[G. Key Personnel/Consultant/Collaborators 3](#_Toc62815472)

[H. Timetable 3](#_Toc62815473)

[Facilities and Research Environment 3](#_Toc62815474)

[Institutional Animal Care and Use Statement & Informed Client Consent 4](#_Toc62815475)

[Bio-Safety Concerns 4](#_Toc62815476)

[Budget Justification 4](#_Toc62815477)

[Ongoing/Pending/Previous Research Support 5](#_Toc62815478)

[Acknowledgement of Permission 5](#_Toc62815479)

[Attachments: 5](#_Toc62815480)

[A. Abstract Page (Required) 5](#_Toc62815481)

[B. Signature Page (Required) 5](#_Toc62815482)

[C. Budget (Required) 5](#_Toc62815483)

[D. COMBINED Biosketch(es) of Key Personnel (Required) 5](#_Toc62815484)

[E. Literature Cited (Required) 5](#_Toc62815485)

[F. Industry Involvement Disclosure (Required) 5](#_Toc62815486)

[G. Letters of Support (Optional) 5](#_Toc62815487)

[H. Informed Client Consent Form (If Applicable) 5](#_Toc62815488)

[I. Letter of Assurance for Use of Staff/Student Dogs (If Applicable) 5](#_Toc62815489)

[J. Letter of Institutional Appointment (If Applicable) 5](#_Toc62815490)

[K. Response to Reviewers (Resubmission Only) 5](#_Toc62815491)

***\*\*\*Please complete this application and remove or replace all the blue, italic instructions. All length restrictions must be followed. Format information for the application is: Font Style - Arial or Times New Roman; Font Size - 11 or 12 pt.; Margins at 1 inch. This is a template and you may make modifications to sufficiently communicate your research proposal. \*\*\****

# Scientific Abstract

*Limit to 250 words*

# Study Proposal

*Items A through H. Limit to 12 pages for Oak Proposals or 8 pages for Acorn Proposals – Be succinct.*

## Statement of Purpose/Hypothesis/Objectives

*Specific objectives must be different from ongoing or pending research.*

## Background of Proposed Research

Significance to Canine Health:

*If applicable, significance to specific breeds.*

Literature Review:

*Indicate current status of research in the area including investigator's contributions.*

## Preliminary Studies

*Description of preliminary data that supports the hypothesis. Please indicate if previous CHF funding was used to generate the data.*

## Experimental Methods and Design

*Detailed description about how each objective will be executed.*

*Indicate any statistical reviews which were part of the experimental design to ensure the results will be statistically significant. It is recommended that a statistician be consulted as part of the design of the study.* ***A thorough description of data analysis must be included in this section including power calculations.***

*All methods outlined in the proposal must adhere to the Foundation’s* [*Humane Use of Animals policy.*](https://www.akcchf.org/assets/files/Humane-Use-of-Animals-Policy.pdf) *Source of participating client-owned dogs or samples should be clearly stated. Participating dogs must have owner consent.*

*For studies requiring participation or samples from client-owned dogs, document that the institutional case load is adequate to provide the number of animals per year needed to complete the study as proposed.*

*For studies requiring participation or samples from student or staff-owned dogs,* ***a letter of assurance from a department head or institutional official must be included*** *attesting to acceptability of the project and demonstrating how coercion has been minimized on behalf of students and staff (see Humane Use of Animals policy section 8b for more details).*

## Anticipated Problems or Obstacles

## Expected Outcome, Significance, and Application of Findings

## Key Personnel/Consultant/Collaborators

*List the key personnel, consultants, and collaborators who will be assisting on the project.*

## Timetable

*Detailed schedule of work to be performed for each year, outlining major milestones and dates they should be achieved. Identify who will be responsible for the tasks.*

# Facilities and Research Environment

*Limit to 1 page*

*Describe the facilities and necessary equipment needed to perform the proposed study.*

# Institutional Animal Care and Use Statement & Informed Client Consent

*Limit to 250 words*

*Since CHF has restrictions on dogs used in research, please clearly indicate where the participating dogs and/or samples will be obtained. Participating dogs must have owner consent. Please visit our website to view our* [Humane Animal Use Policy](http://www.akcchf.org/assets/files/Humane-Use-of-Animals-Policy.pdf)*. Specific treatment protocols for the animals should be included in the Experimental Methods and Design.*

*For studies requiring participation or samples from student or staff-owned dogs,* ***a letter of assurance from a department head or institutional official must be included*** *attesting to acceptability of the project and demonstrating how coercion has been minimized on behalf of students and staff (see Humane Use of Animals policy section 8b for more details).*

Status of your IACUC protocol: 🞏 Approved 🞏 Submitted 🞏 n/a

Date of Approval: \_\_\_\_\_\_\_\_\_\_\_ Date of Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_

*A sample of your Informed Client Consent form* ***must be attached*** *to the end of the application.*

# Bio-Safety Concerns

*Limit to 250 words*

*Indicate if there are any potential bio-safety concerns including recombinant DNA, radiation, infectious agents, and other hazardous biological agents and toxins.*

# Budget Justification

*Please use this space for detailed budget justification. Itemized budget pages are attached to your application form as a separate template.*

*Salary for technicians, residents, undergraduate or veterinary students and postdoctoral fellows should be detailed with regard to percent time commitment to the project. Please visit our website for eligibility requirements including breakdown of salary requests allowed for graduate students. CHF does not pay for tuition, or salary for faculty with full-time appointments.*

*Requests for salary for faculty with less than full-time appointments must be clearly justified and include an institutional letter to that effect.*

*Travel expenses required to complete the project should be clearly justified (sample procurement, presentation of research results at scientific meetings). Expenses for travel to scientific meetings are limited to $2,000.*

*To ensure funds are used for research, it is not AKC CHF’s position to incur indirect costs on subawards as a direct cost of the award.*

# Ongoing/Pending/Previous Research Support

1. *Include any previous or current CHF funding including grant number and title.*
2. *Provide a brief description of other related ongoing or pending research support by project title, funding source and amount approved or requested.*
3. *If the manufacturer of the drug or technology may benefit financially from the results of the study, indicate their contribution to the study.*

# Acknowledgement of Permission

I *[Applicant/PI Name]* grant permission for this application to be submitted to reviewers as confidential information in accordance with the policies of the Foundation.

# Attachments:

## [Abstract Page (Required)](http://www.akcchf.org/assets/files/AKC-CHF-Proposal-Abstract-Page.docx)

## [Signature Page (Required)](http://www.akcchf.org/research/application-process/application-templates/Signature-Template.doc)

## [Budget (Required)](http://www.akcchf.org/research/application-process/application-templates/Budget-Template.docx)

## [COMBINED Biosketch(es) of Key Personnel (Required)](http://www.akcchf.org/research/application-process/application-templates/Biosketch-Template.docx)

## Literature Cited (Required)

## [Industry Involvement Disclosure (Required)](http://www.akcchf.org/research/application-process/application-templates/Industry-Involvement-Disclosure.pdf)

## Letters of Support (Optional)

## Informed Client Consent Form (If Applicable)

## Letter of Assurance for Use of Staff/Student Dogs (If Applicable)

## Letter of Institutional Appointment (If Applicable)

## Response to Reviewers (Resubmission Only)