

Research Proposal and Application Checklist

**** IMPORTANT: This checklist is a tool to help you prepare a complete application. Before submitting, verify all items in this checklist. Missing or incomplete items are the most common reasons for application delays or rejection.****

Required Documents Checklist

Check each box after confirming the document is complete and included in your submission package.

Core Application Components

- ☐ **Research Proposal** – Follows CHF format requirements and page limits.
- ☐ **Signature Page** – All contact information and required signatures obtained (PI, Co-PI, Administrative Official).
- ☐ **Lay Summary Page** – Follows summary requirements and word count limits.
- ☐ **Budget** – Uses provided template for each year of work (uploaded as one complete document).
- ☐ **Biographical Sketch(es)** – Combined document including all key personnel within page limits.
- ☐ **Literature Cited** – Comprehensive and demonstrates credibility and awareness of knowledge and gaps in the field.
- ☐ **Industry Involvement Disclosure** – Signed & dated.
- ☐ **Other Sources of Research Support** – Accurate and complete information regarding all sources of related ongoing and pending research support for the Principal Investigator and Co-Investigator(s), including any previous CHF-funded research support.
- ☐ **Applicant Permission** – Statement is completed within applicant portal upon submission.

Conditional Application Components (if applicable)

- ☐ **Letters of Support** – From collaborators, consultants, mentors, or leadership.
- ☐ **Informed Client Consent** – For prospective sample acquisition.
- ☐ **Letter of Institutional Appointment** – For faculty with less than full-time appointments.
- ☐ **Letter of Assurance** – For studies involving student/staff-owned dogs.
- ☐ **Response to Reviewers' Comments** – For resubmissions only (with highlighted changes).

Detailed Requirements by Section

Humane Use of Animals Policy Verification

Confirm your proposal complies with CHF's Humane Use of Animals Policy.

- ☐ The proposed research methods adhere to the Foundation's Humane Use of Animals Policy.
- ☐ Source of biological and/or archived samples is clearly annotated, including if the samples (sera, tissue, cell lines, other) will be/were obtained from client-owned dogs with informed consent. See Items 4 and 5 in the Foundation's Humane Use of Animals Policy (*if applicable*).
- ☐ A required copy of the informed client-consent form is provided for all prospective sample acquisition (*if applicable*).
- ☐ A copy of the informed client-consent form is provided when available for all archived samples (or may be required upon request) (*if applicable*).
- ☐ IACUC (or institutional equivalent) approval date/status is included for studies involving biological and archived samples (*if applicable*).
- ☐ For studies requiring participation or samples from student- or staff-owned dogs, a Letter of Assurance from an institutional official is included (see Humane Use of Animals Policy Item 8b for more details).

Budget Verification

Ensure your budget meets these requirements to avoid rejection.

- ☐ All costs included in the budget follow the Foundation's funding eligibility criteria.
- ☐ Indirect costs do not exceed 15% of direct costs.
- ☐ All investigators and key personnel are listed as salary line items.
- ☐ Percent effort or dedicated project time is indicated for all personnel. If salary is not permissible, effort/time is indicated and \$0 salary is requested.
- ☐ Requests for salary for faculty with less than full-time appointments must be clearly justified and include an institutional letter to that effect should be provided (Letter of Institutional Appointment)
- ☐ Budget justification matches the percentage effort in the salary/budget line items.
- ☐ Expenses are itemized with clear line items under appropriate categories.
- ☐ Each budget year is individually detailed and then summarized as one complete budget document.

Biosketch(es) Verification

Combined biosketch(es) for all key personnel listed in the proposal should be uploaded in the attachments section as one complete document for the:

- ☐ Principal Investigator, Co-Principal Investigator(s)
- ☐ Co-Investigator(s) *(if applicable)*
- ☐ Key Personnel (e.g. post-doc, doctoral students), Consultants, or Collaborators *(if listed as key personnel in the proposal)*

Resubmission Verification (if applicable)

For resubmitted proposals only.

- ☐ A response to reviewers' comments document is included.
- ☐ All revisions are clearly highlighted in the resubmitted proposal.
- ☐ Changes address the specific concerns raised by previous reviewers.