AKC Canine Health Foundation
Research Proposal and Application Checklist

Signature Page
Contact information is provided for:
- All investigators

Contact information and signatures are provided by:
- Administrative Official or Office of Sponsored Programs
- Principal Investigator

Application Budget
- All investigator(s) and key personnel are listed as salary line items and percent effort or dedicated project time is indicated (see funding eligibility below). If salary is not permissible, effort/time is indicated and $0 salary is requested
- Sufficient justification been provided for eligible budget categories
- Indirect costs are a maximum 8% of direct costs
- All costs included in the budget must follow funding eligibility criteria

Other Sources of Research Support
Applicant included accurate and complete information regarding all sources of related ongoing and pending research support for the Principal Investigator and Co-Investigator(s). Any previous CHF-funded research support is also included. Descriptions included project title, funding source, total approved or requested amount of the grant, and inclusive funding period, if appropriate.

Applicant permission statement is completed.

Biosketch(es)
Combined biosketch(es) for all key personnel 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 applicable)

Humane Use of Animals Policy Requirements
- Use of animal research should be clearly indicated in the application when appropriate
- Source of biological and 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 (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 section 8b for more details)
- The proposed research methods adhere to the Foundation’s Humane Use of Animals Policy
Resubmission
☐ Response to Reviewers Comments is included
☐ Resubmitted proposal highlights new additions/sections to distinguish from previous submission

Documents
☐ Research Proposal
☐ Signature Page – signed & dated
☐ Abstract Page
☐ Budget
☐ Biographical Sketch(es)
☐ Literature Cited
☐ Industry Involvement Disclosure – signed & dated
☐ Letters of Support (if applicable)
☐ Informed Client Consent (if applicable)
☐ Letter of Institutional Appointment (if applicable)
☐ Letter of Assurance (if applicable)

Application components and templates are available at https://www.akcchf.org/research/application-process/application-templates/
**Acorn Proposal** budget requests must be $15,000 or less including indirect costs. **Oak Proposal** budgets may exceed $15,000 including indirect costs. Oak Proposal funding limits are detailed in each specific request for proposals.

Applicants must use the provided budget template for each proposed year of work. All budget years should be uploaded to the attachments section as one complete document.

**Salaries and Wages**
- All personnel listed in the proposal must be included in the budget and in the key personnel justification
- The justified percent effort should match the percent effort in the budget line item(s)
- Requests for salary for faculty with less than full-time appointments must be clearly justified and include an institutional letter to that effect (Letter of Institutional Appointment)
- Funding for graduate student salary adheres to the Foundation’s sliding scale based on a standard schedule of progressive time in the laboratory

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage of allowable salary in budget</th>
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<tbody>
<tr>
<td>1</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>50%</td>
</tr>
<tr>
<td>3</td>
<td>50%</td>
</tr>
<tr>
<td>4</td>
<td>90%</td>
</tr>
<tr>
<td>5</td>
<td>90%</td>
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</tbody>
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**Expenses**
- Costs should be broken down into line items under the corresponding budget categories
- Separate justifications should be provided for each line item in the budget justification

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

**Indirect costs** cannot exceed 8% of direct costs.

**Items Ineligible for Funding:**

**Animals:**
- Projects that do not adhere to the Foundation’s Humane Use of Animals Policy
- Projects involving dog research colonies or any non-client owned dogs (i.e. participating dogs must have owner consent)
- Projects involving disease induction or injury models
- Transportation of live or dead dogs
Salary and Personnel Expenses:

- Salary of full-time university or industry faculty or professional, salaried staff (non-profit or for-profit)
- Tuition or registration fees for classes or training
- Graduate student expenses associated with course work and teaching responsibilities
- Travel expenses related to research project objectives will be considered on a case-by-case basis (example: sample procurement, presentation of research findings)

Equipment:

- Purchase or rental of laboratory equipment or non-disposable parts
- Repair or maintenance of laboratory equipment or non-disposable parts
- Computer equipment and/or software
- Development of custom-designed computer software

Please consult the CHF’s website at [https://www.akcchf.org/research/application-process/funding-eligibility/](https://www.akcchf.org/research/application-process/funding-eligibility/) or contact the Foundation at chfgrants@akcchf.org with questions.