
Contracting with the AKC Canine Health Foundation

Guidance for grantees and university/institution offices.

Contract Overview

All grantees of the AKC Canine Health Foundation (CHF) must enter into a formal agreement that defines expectations and responsibilities. This agreement includes:

- Approved project scope and budget
- Defined reporting timelines and deliverables
- Expectations for ethical conduct and transparency

For full legal terms, refer to the executed grant agreement or contact CHF for clarification.

Use of Grant Funds

- Funds must be used solely for the approved scientific research project.
- Expenditures must align with the approved budget and cannot be used retroactively.
- The grantee institution may apply up to 15% indirect costs (overhead); all other funds must go to direct project expenses.
- Grantees must maintain accurate financial records; CHF reserves the right to audit.

Reporting Requirements

Grantees must submit progress reports every six months, including:

- **Narrative Update:** Progress toward objectives and project outcomes
- **Financial Report:** Budget summary including income and actual expenditures
- **Lay Summary:** Non-confidential language for sponsor or public communications

Serious Adverse Events (SAEs) must be reported to CHF within 72 hours. All other Adverse Events (AEs) must be reported within 10 business days.

Animal Use and Ethics

- Projects involving animals must have an **IACUC-approved protocol** submitted to CHF.
- Any protocol amendments require prior approval.
- CHF's **Humane Use of Animals Policy** must be followed.
- Adverse animal outcomes must be reported promptly.

Publications and Acknowledgment

- All publications must credit CHF support using required language provided in Exhibit B of the agreement.
- Drafts must be submitted to CHF at the time of journal submission.
- CHF holds a perpetual, royalty-free license to use publications arising from funded projects for mission-related communication.

Intellectual Property

- The grantee institution retains ownership of inventions.
- CHF has the right of first refusal for licensing and may share in royalty revenue if commercialized.
- Licensing should prioritize broad, non-exclusive access to resulting technologies.

Trademark and Logo Use

- Use of CHF's logo or marks requires prior written approval.
- Approved use must be aligned with the funded project and must acknowledge CHF support.
- The Principal Investigator grants CHF a non-exclusive right to use their name, image, and biography in connection with project promotion.

Contract Execution and Administration

- No funds will be disbursed until the fully signed agreement, W-9, and Funds Transfer Form are received.
- Contract terms may be modified only in writing with CHF approval.
- The contract is valid for 60 days from issue and must be executed within that period.

Termination and Suspension

CHF reserves the right to:

- Suspend or terminate funding for non-compliance
- Reclaim unspent or misused funds
- Audit and investigate the grantee's use of funds and research practices

Legal Terms

- This agreement is governed by North Carolina law.
 - Disputes may be resolved in North Carolina courts or via binding arbitration at CHF's discretion.
 - CHF's liability is limited to the remaining balance of grant funds.
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For questions or clarifications, contact:

[AKC Canine Health Foundation](#)

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