



## **GUIDELINES FOR TEHRF GRANTS-IN-AID OF RESEARCH**

### **1.0 Assessment of Grant Applications to the TEHRF:**

It is important that applications be of high quality, well written, and presented following the guidelines below, and on the attached form. New faculty are encouraged to have an experienced and successful grant writer assist them. Normally a final decision will be made by March 1.

**Selection Criteria:** (in order of importance)

- 1.1. Scientific merit, team's capacity to carry out the research, and appropriateness of the budget.
- 1.2. WCVM graduate student involvement.
- 1.3. WCVM undergraduate student involvement.
- 1.4. Support for new WCVM faculty within the first three years of their faculty appointment.
- 1.5. Projects leveraging funding from other sources, or demonstrating potential to secure future external funding.

### **2.0 Applications Procedures:**

#### **2.1 Eligibility**

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

#### **2.2 Application Documentation**

- 2.2.1 Fillable application forms in electronic format are available from the WCVM Research Office, or may be downloaded from the WCVM website. All funding requests from the TEHRF must use this form.
- 2.2.2 In no more than 4 pages, the Principal Investigator must attach the following information from her/his CV: academic and professional qualifications; research grants currently held, and held over the last 5 years; students trained, and; publications, specifically highlighting those as a result of TEHRF grants.

#### **2.3 Budget**

- 2.3.1 Generally, grant requests up to \$30,000 will be considered.
  - 2.3.1.1 Higher amounts may be requested by submitting a separate letter (maximum 1 page) justifying the need with the application form.
- 2.3.2 Budget items will receive approval in the following order of priority:
  - 2.3.2.1 materials, supplies, animals, laboratory services, user fees, and animal housing;

- 2.3.2.2 salaries (e.g., student salaries as per university guidelines; salary support is limited to technicians and students and does not cover professional fees for faculty);
- 2.3.2.3 travel to conduct research, travel costs to present findings of this study to a maximum of \$500, and publication costs to a maximum of \$500 (Funds for publication costs would not be released with the research grant but upon request as and when publications are completed);
- 2.3.2.4 equipment.

### **3.0 Conditions of Award and Reporting Requirements:**

- 3.1 Research projects will normally be funded on an annual basis.
- 3.2 All expenditures must be consistent with the research and spending plan set out in the research grant application.
- 3.3 Unexpended funds will revert to the TEHRF after 3 years unless a written request for an extension, including an explanation of any project delays and a justification of the work to be completed during the extension period, is received and approved by the Associate Dean (Research).
- 3.4 Any over expenditure of funds is the sole responsibility of the principal investigator.
- 3.5 Recipients of grants-in-aid of research are required to submit an annual progress report and statement of receipts, expenditures, and commitments for each fiscal year (April 1 to March 31) by May 1. Any deviations from the original research plan or proposed budget must be identified, and a justification for the changes provided.
- 3.6 A final report of 400 words in lay terms suitable for publication in *Vet Topics* is required upon completion of the research project, and copies of any peer reviewed publications should be submitted. Reports should emphasize the objective(s), the results obtained, the application of the findings, and any deviation from the original research plan.
- 3.7 All publications emanating from TEHRF-funded research projects must acknowledge support from the *Townsend Equine Health Research Fund*.
- 3.8 Failure to comply with these conditions, including the timely submission of a final report, will adversely affect future applications.
- 3.9 Funds are approved with the understanding that attempts will be made to secure external funding for support wherever possible.

**PLEASE ENSURE YOU COMPLETE ALL SECTIONS OF THE APPLICATION.  
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**

Please submit your application **electronically from your usask.ca email account** to the WCVm Research Office: [wcvm.research@usask.ca](mailto:wcvm.research@usask.ca)

**APPLICATION DEADLINE – OCTOBER 15**

## Instructions for Completion of Application Form

\*All fields with red borders on the application form are required to be completed.

\*Please rename this file with a title that includes your last name when you submit it as your application.

1. **Summary Information:**
  - a. Multiple names can be accommodated in the Co-Applicants fields. Use a new line for each co-applicant.
  - b. Prior to submission of the application, discuss the availability and costs of required laboratory services needed to carry out this project with the appropriate laboratory managers.
    - Check the appropriate boxes to confirm these discussions. Failure to conduct this discussion(s) prior to submission of this application may result in an award being rescinded.
    - Complete the Access to Facilities and Equipment box, identifying where the research will take place and confirming access to all required spaces and equipment.
2. **Previous TEHRF Applicant Status:**
  - a. If you have held multiple previous TEHRF grants, only provide information for the most recently completed project, or an ongoing project.
3. **Summary of the Proposed Project:**
  - a. Describe the proposed project in clear, plain, non-technical language understandable to scholars with varied areas of expertise, indicating:
    - the overall goal and objective(s) of the proposed research;
    - the plan to achieve the goal; and,
    - to whom the results will be of interest.
  - b. This plain-language summary will be available to the public if your proposal is funded.
4. **Objective(s) / Hypothesis(es):**
  - a. Provide a brief description of the scientific problem or knowledge gap to be addressed.
5. **Expected Outcomes and Significance of the Research:**
  - a. The project's expected outcomes are essential for the adjudication of the proposal. Explain the significance and anticipated impact of your project to equine health.
  - b. If applicable, explain how the results of this project may lead to future external research funding.
6. **Proposed Project:**
  - a. Background:
    - Set the stage by identifying any previous work done in this area by the team and others.
    - Include any preliminary data from pilot projects.
  - b. Methodology/Experimental Design:
    - Describe the methods to be used to complete the proposed work.
    - Include a rationale for the chosen procedures.
  - c. If required, figures may be attached as a separate, 1-page, pdf file.
7. **Knowledge Transfer:**
  - a. Explain how the research results will be disseminated, and to whom.
8. **References:**
  - a. Provide full citations, including: names of all authors/coauthors; year of publication; title of article/chapter; journal name, journal volume, and page numbers.
  - b. Specifically highlight those resulting from previous TEHRF grants with #.
  - c. Identify student coauthors with \*.
9. **Research Team Information:**
  - a. This section demonstrates the team's ability to undertake the proposed research.
  - b. Specify the necessary expertise and experience the team members bring to the project.
10. **Student/Trainee Involvement:**
  - a. Provide a description of the role of the student(s)/trainee(s) in this research project, including responsibilities, tasks, new skills to be gained, and time allotted to the project.

11. **TEHRF Budget:**

- a. Provide a clear, detailed budget by expense type and amount using the table provided. Expenditures must be warranted in the context of the research outlined.
- b. If you are using funds from additional sources to ensure the success/viability of the project, identify them in the budget table.
- c. For personnel support, remember to include the required benefits in your calculations (CPP, WC, EI, vacation). For USask rates of pay including benefits, please see:  
<https://careers.usask.ca/agreements/compensation/salary-ranges.php>
- d. For USask standard travel rates see:  
<https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines>

12. **Budget Justification:**

- a. Provide a rationale for each line item identified in your budget.
- b. The justification should be directly related to your methods and proposed activities, and it should be readily clear how you arrived at each amount.
- c. If funding from other sources is indicated but not confirmed at the time of application, you should explain how the project would be feasible without the additional funding sources.

13. **Suggested Reviewers:**

- a. Applicants are required to suggest at least three names of reviewers for consideration.
- b. Suggested reviewers should not have a real or perceived bias or conflict of interest with the applicants (e.g., have not had any research collaborations/publications in the past 6 years; have not been a supervisor or trainee).

**THE WCVM DOES NOT REQUIRE ORIGINAL SIGNATURES ON YOUR APPLICATION.**

**BY SUBMITTING YOUR APPLICATION FROM YOUR USASK.CA EMAIL ACCOUNT,  
YOU CONFIRM THAT:**

- **YOU HAVE READ THE GUIDELINES AND INSTRUCTIONS, AND**
- **THAT YOU AGREE TO THE CONDITIONS OF AWARD AND REPORTING REQUIREMENTS STATED ABOVE SHOULD YOUR PROJECT BE AWARDED.**

**PLEASE CHECK THIS BOX TO CONFIRM:**



**TOWNSEND EQUINE  
 HEALTH RESEARCH FUND**  
 APPLICATION FOR  
 GRANT-IN-AID OF RESEARCH

- ❖ **Deadline: October 15**, or the first Monday thereafter if the 15<sup>th</sup> falls on a weekend.
- ❖ Prior to completing this form, please ensure you have read the **guidelines on the attached pages**.
- ❖ It is important that applications be of high quality and well written. New faculty are encouraged to have an experienced and successful grant writer assist them.
- ❖ **Late or incomplete applications will not be considered.**

**1. SUMMARY INFORMATION:**

<b>APPLICANT'S NAME:</b>					
<b>DEPARTMENT:</b>		<b>EMAIL:</b>		<b>PHONE:</b>	
<b>ACADEMIC POSITION:</b> TENURED TENURE-TRACK TERM	<b>ACADEMIC POSITION:</b> CLINICAL NON-CLINICAL	<b>IF TERM, DATE OF COMPLETION:</b> (MM/YYYY)	<b>DATE OF FIRST APPOINTMENT:</b> (MM/YYYY)		
<b>NAME(S) OF CO-APPLICANT(S):</b>					
<b>CO-APPLICANT(S) DEPARTMENT/COLLEGE:</b>					
<b>TITLE OF PROJECT:</b>					
<b>TOTAL TEHRF FUNDS REQUESTED:</b> (MAXIMUM \$30,000)			<b>Proposed Duration of Project:</b> (Maximum 3 Years)		
<b>DOES THIS TEHRF PROJECT REQUIRE:</b>	<b>HUMAN ETHICS APPROVAL</b>	<b>ANIMAL CARE APPROVAL</b>	<b>BIOSAFETY APPROVAL</b>	<b>NO APPROVAL REQUIRED</b>	
<b>WHERE NECESSARY, PROJECT DISCUSSED WITH:</b>	<b>ANIMAL CARE UNIT</b>	<b>PDS</b>	<b>VMC</b>	<b>LFCE</b>	<b>NOT REQUIRED</b>

**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, but does not need to accompany this application. Animal care and ethics application procedures and forms are available at <https://research.usask.ca/rei/researchers/ethics/index.php>.**

**ACCESS TO FACILITIES AND EQUIPMENT: (Maximum 1400 characters, including spaces)**

**2. PREVIOUS TEHRF APPLICANT STATUS:**

<b>Have you previously held a TEHRF grant?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, identify the outputs for the most recently completed project, or an ongoing project. These outputs represent:</b>	<b># Undergraduate Students Trained</b>	
	<b># Graduate Students Trained</b>	
	<b># Publications</b>	
	<b># Conference Presentations</b>	
	<b># Media / Social Media</b>	
<b>A completed project:</b>		
<b>An ongoing project:</b>		
<b>If yes, was a Final (or Interim if project is ongoing) Report submitted to the WCVI ADR/Research Office?</b>	<b>Yes</b>	<b>No</b>
	<b>This provides Interim data for ongoing project</b>	
<b>If you received or completed a TEHRF grant in the past 5 years, briefly describe the outcomes for equine health. If the project is ongoing, identify the current status of the project. (Maximum 2400 characters, including spaces)</b>		

### 3. SUMMARY OF THE PROPOSED PROJECT:

(Maximum 2000 characters, including spaces)

### 4. OBJECTIVE(S) / HYPOTHESIS(ES):

(Maximum 1300 characters, including spaces)

### 5. EXPECTED OUTCOMES AND SIGNIFICANCE OF RESEARCH:

(Maximum 1800 characters, including spaces)

## 6. PROPOSED PROJECT:

**BACKGROUND (INCLUDING PRELIMINARY DATA) AND LITERATURE REVIEW: (Maximum 6100 characters, including spaces)**



**METHODOLOGY / EXPERIMENTAL DESIGN: (Maximum 6400 characters, including spaces)**

## 7. KNOWLEDGE TRANSFER:

(Maximum 1500 characters, including spaces.)

## 8. REFERENCES:

(Maximum 4200 characters, including spaces.)

## 9. RESEARCH TEAM INFORMATION:

(Maximum 2100 characters, including spaces)

## 10. STUDENT / TRAINEE INVOLVEMENT:

### STUDENTS/RESIDENTS/INTERNS

NAME (IF KNOWN)	DEGREE PROGRAM	DEPARTMENT

(Maximum 2700 characters, including spaces)

## 11. TEHRF BUDGET:

EXPENDITURE	TOTAL AMOUNT REQUESTED (\$)	TOTAL AMOUNT OTHER SOURCES (\$)	DETAILS (maximum 170 characters, including spaces.)
1.a. DIRECT COSTS OF RESEARCH (ANIMALS)			
1.b. DIRECT COSTS OF RESEARCH (ANIMAL CARE)			
1.c. DIRECT COSTS OF RESEARCH (MATERIALS AND SUPPLIES)			
1.d. DIRECT COSTS OF RESEARCH (LABORATORY SERVICES)			
2.a. PERSONNEL COSTS (STUDENTS / PDFS)			
2.b. PERSONNEL COSTS (OTHERS)			
3.a. TRAVEL – RESEARCH			
3.b. TRAVEL – CONFERENCE (MAXIMUM \$500 TEHRF FUNDING)			
4. DISSEMINATION COSTS (MAXIMUM \$500 TEHRF FUNDING FOR PUBLICATION COSTS)			
5. OTHER (SPECIFY)			
<b>TOTAL FUNDS REQUESTED FROM TEHRF (MAX. \$30,000)</b>			

## 12. BUDGET JUSTIFICATION:

(Maximum 6200 characters, including spaces.)

### 13. SUGGESTED REVIEWERS:

REVIEWER'S NAME AND INSTITUTION	EMAIL ADDRESS	AREA(S) OF EXPERTISE