



## AKC Canine Health Foundation (CHF) 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 costs must be submitted in **USD (US\$)** and follow the Foundation's [funding eligibility criteria](#)
- Indirect costs cannot exceed 8% of direct costs
- Applicants must use the provided budget template; **one sheet for each proposed year of work.** All budget years should be uploaded to the **attachments** section as one complete budget document.

#### Salaries and Wages

- All investigator(s) and key personnel are listed as salary line items and percent effort or dedicated project time is indicated. If salary is not permissible, effort/time is indicated and \$0 salary is requested
- All personnel listed in the proposal must be included in both the budget and in the key personnel justification. The percent effort described in the budget justification should match the percent effort in the salary and/or 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 should be provided (Letter of Institutional Appointment)

#### Expenses

- Costs should be broken down into line items under the corresponding budget categories provided in the budget template
- Sufficient justification is provided for eligible budget categories and line items

### 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 include 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 LISTED IN THE APPLICATION** 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

- 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)

#### **Resubmission**

- Response to Reviewers Comments is included
- Resubmitted proposal includes new additions and/or revisions as highlighted text 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)*
- Survey Example (Required, if project uses a survey)*
- 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/>