

**Cavalier King Charles Spaniel, U.S.A. Health Foundation, Inc.
(Cavalier Health Foundation)**

GRANT PROPOSAL INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

OVERVIEW:

The Cavalier King Charles Spaniel, U.S.A. Health Foundation, also designated as the Cavalier Health Foundation (or **CHF**) is a not-for-profit corporation, within the meaning of Section 501(c)(3) of the Internal Revenue Code. It is organized exclusively for charitable, educational, and scientific purposes to promote the health and well being of dogs, specifically Cavalier King Charles Spaniels.

The CHF supports and promotes education and research relating to the history, character, breeding, care, genetics, and particular health problems in the Cavalier King Charles Spaniel. The primary function of the Foundation is to fund small grants in these areas of investigation. Projects up to 3 years in length will be considered and funding is available up to a maximum of \$50,000 (for the entire period of the project).

PREFERRED PROPOSAL TOPICS:

Previously funded grants have included those addressing medical therapy of mitral valve disease, pathogenesis of mitral valve disease, clinical significance of platelet abnormalities, non-invasive assessment of caudal occipital malformation syndrome, DNA collection for a genomics survey related to both cardiac and neurologic diseases, and novel echocardiographic evaluation of mitral valve disease.

Categories currently prioritized for funding include:

1. mitral valve disease;
2. syringohydromyelia;
3. other cardiac or neurologic diseases prevalent in Cavaliers;
4. geographic retinal dysplasia;
5. breeding guidelines and practices; and
6. educational projects.

Preference will be given to projects that:

1. involve the development or improvement of current diagnostic, therapeutic, or preventative measures in one of the disease categories noted above;
2. have short-term, verifiable end-points;
3. facilitate the inclusion of Cavalier King Charles Spaniels in larger research projects currently underway with other breeds that suffer from similar problems; and/or
4. have matching funds available from other sources or have considerable potential to serve as pilot grants for the subsequent solicitation of larger grants from other funding agencies.

ITEMS INELIGIBLE FOR FUNDING:

Items that are not eligible for funding include salaries for any personnel, purchase or repair of major equipment, and indirect costs or overhead. Only direct costs may be included in the proposed budget. In addition, the purchase of laboratory animals will not be supported by the CHF.

ANIMAL CARE AND USE, INFORMED CONSENT:

All investigations involving research animals must be approved by any and all applicable investigational animal care and use committees (IACUC) and comply with current institutional, USDA, or NIH *Care and*

Use of Laboratory Animal guidelines. The approved protocol must be submitted as an attachment to this application. Projects that do not protect animals from unnecessary pain or that include the induction of disease or the euthanasia of healthy dogs will not be funded. In addition, if pet dogs are recruited for the project, the owners must sign an informed consent form, after appropriate discussion with one of the investigators. A copy of the consent form must be submitted as an attachment to this application. A consent form may be waived for certain minimally invasive procedures (e.g., non-invasive DNA sampling, low-dose radiographic procedures, sonographic procedures, etc.) but will be required for all procedures involving sedation, any invasive procedure (including venipuncture or injections), or any procedure with potential for significant discomfort or side effects.

SUBMISSION DEADLINES:

There will be 2 major grant-review cycles each year. Deadlines for applications are January 1 and July 1 of each calendar year. Decisions on funding will generally be made within 90 days. If sufficient numbers of applications are received between standard review cycles, additional review cycles may be added.

DISBURSEMENT OF FUNDS:

Payments for CHF grants are made in quarterly installments. If accelerated payments are justified, based on the project timeline, such can be arranged.

Brief progress reports will be due quarterly, with more detailed reports annually. Subsequent payments are dependent on the timely submission and approval of progress reports. A final report will be due at the end of the project.

GRANT PROPOSAL GUIDELINES

GENERAL:

Grant proposals should not exceed 20 pages. Please note that the following guidelines most directly address research proposal. If you are submitting an educational proposal, please provide similar, corollary information.

PAGES 1-2:

1. Title of proposed project
2. Name of principal investigator(s), phone, fax, email, institution, department, mailing address (designate the person who will serve as the primary contact for the CHF grants process)
3. Names and institutions of any co-investigators, contact information
4. Description of any institution/organization/entity to which funds are to be disbursed (attachments accepted, not to exceed 1 page), to include indication of whether tax exempt under IRS 501(c)(3) guidelines
5. Length of Proposed Project (1, 2, or 3 years)
6. Projected total direct costs for each year (in US dollars)
7. Other funding committed for this project to date (Grantors and U.S. dollar amounts)
8. Pending funding sources for this project, with discussion of matching criteria, if any
9. Total direct costs requested (per year) for this project from the Cavalier Health Foundation
10. Signatures of principal investigator(s) and department head (If Applicable); signatures of co-investigators; date(s)

PAGES 3-20

1. Scientific Abstract - scientific summary of project in 150 words or less
2. Lay Abstract - lay summary of project, including background, in 200 words or less
3. Background

4. Relevance to the Cavalier King Charles Spaniel breed, to include specific Cavalier-related health need being addressed
5. Specific Objectives: Clearly stated and different from ongoing or pending research.
6. Specific Objectives are to be performed within the grant timeframe; future research beyond the grant period may be described only as possible future studies or possible future impact.
7. Description of research design, subject recruitment, methods (including statistical methods), and any specialized techniques or equipment to be utilized, to include delineation of where (which institution) each portion of the project will be performed
8. Expected limitations or obstacles
9. Expected outcomes and application(s) to CKCS, to include specific criteria for success
10. References
11. Delineation of the roles of all principal investigators, co-investigators, or other key staff participating in this project
12. Description of previous projects of similar nature undertaken by the investigators, with brief summary of results (if not included elsewhere in the proposal)
13. Detailed budget estimates for each year (please note Items Ineligible for Funding, above)
14. For multi-year projects: project timeline with dates for specific objectives to be completed by the end of each year.

ATTACHMENTS:

1. Curriculum vitae for all principal investigators, co-investigators, or other key staff
2. Copies of previous publications by the investigators pertinent to the application
3. Copy of the approved IUCAC protocol from the investigator(s)' institution(s), if laboratory animals are to be used
4. Copy of the informed consent form to be signed by pet owners (if applicable)
5. Letters of support from other funding agencies or institutions (if applicable) or from other entities from which cooperation is required to complete the project (e.g., local breed club, organization, or facility that may participate in recruiting subjects, etc.).

PROCEDURE:

1. Be certain to provide all the information requested on this form
2. Sign and date the form.
3. Mail original form and 6 copies to:
Landis Griffeth, M.D., Ph.D.
Chair, Grants Committee
Cavalier King Charles Spaniel, USA Health Foundation
6330 Waggoner Drive
Dallas, TX 75230
4. Include a self-addressed stamped postcard for acknowledging receipt of application.

Faxed applications will not be accepted. However, review of your application will be expedited if you also submit an electronic version of your proposal, either via disk or via email to lgriffeth@americanrad.com

A response will be issued after review by the CHF Grants Committee, in the form of:

- a) A request for further information;
- b) A letter stating that the matter is being considered by the Board of Directors and that further notice is forthcoming; or
- c) A letter stating that the Foundation is unable to offer support at this time.

Your interest in the Cavalier King Charles Spaniel is greatly appreciated.