AHVM Foundation Research and Grant Proposal Procedures and Policies

Approved June 1, 2014

These policies supersede all prior dated versions. (8 pages)

Grant Committee Chair: Dr Jean Dodds
Research Committee Chair: Dr. Richard Palmquist
Introduction and Purpose:
The AHVMA Foundation (Foundation) is a nonprofit, 501(c) (3) organization whose purpose is to expand research and enhance education in the field of veterinary holistic and integrative medicine. A critical role of the Foundation is to provide funds to energize and support its mission. Since our resources come from private individuals or groups, it is critical that all aspects of research design, study approval, Foundation funding, study implementation and review of final results prior to publication be carefully monitored.

The following procedures and policies were developed in 2012 and updated in 2014 for use by volunteers, employees, and agents of the Foundation. They are intended to guide the processes of study design and evaluation, as well as the submission, review and approval of grants to be funded through the Foundation. These policies and procedures were evaluated and recommended to the Foundation Board of Directors (BOD). They may not be modified without BOD approval.

General Form and Process:
Research can originate in two ways:

1. The Foundation announces a request for research grant proposals, or
2. A researcher or company approaches the Foundation with a grant proposal that concerns integrative or holistic veterinary medicine.

The process involves two different committees, which supervise the evolution, approval and implementation of research projects from inception to publication and review:

1. **Research Committee (RC):** conceptually this committee consists of a chairperson and members representing stakeholders in various modalities of complementary and alternative and integrative veterinary medicine. The committee chair is approved by the BOD to serve for three years. The RC suggests research priorities that are approved by the BOD. Together these groups work together to promote and develop projects for Foundation funding. Members are chosen and released at the discretion of the chairperson, must adhere to the highest professional and ethical standards, and be mindful of conflicts-of-interest. Any member not fulfilling this mandate can be immediately removed by either the committee chair or BOD. This committee evaluates studies that are in preparation or development for technically correct application of the modality under investigation, as well as assuring that the study is properly designed to be considered as good evidence and scientific method. The RC works to develop research that will be submitted to the grant committee for formal consideration. All studies funded by the Foundation must be approved by the RC. The RC shall report to the BOD at least every six months on its progress and activities. Generally this committee works to help develop studies while the Grant Committee works to approve completed grant proposals. The two committees work together with checks and balances to assure that foundation funds are wisely and properly spent.

   **A LETTER OF INTENT (LOI) can be submitted to the RC to have a study assessed and commented upon to see if the Foundation has an interest in such work. A LOI should include the information on the Grant Cover Sheet as listed later in this document.**

2. **Grant Committee (GC):** this committee consists of a committee chairperson and general members as required by the chairperson and BOD. It meets to evaluate the technical merit and alignment of the proposed study with the current goals and purposes of the Foundation. The
committee chair is approved by the BOD to serve for three years and selects members of the committee. Members must adhere to the highest professional and ethical standards, and be mindful of conflicts-of-interest. Any member not fulfilling this mandate can be immediately removed by either the committee chair or BOD. To be approved for funding a study must be humane (see Cruelty-Free research policy), relevant to the mission of the Foundation and the public benefit, well designed, able to be properly implemented and have publication value. The GC shall monitor study progress and report to the BOD at least every six months. The foundation may have research priorities and studies are evaluated on these priorities as well as scientific quality before they are approved or funded.

Funds provide the energy for the Foundation. They originate in many ways:

- **Direct, unrestricted donations from public individuals.** This is a person unconditionally donating a set amount of monies without any clauses or instructions on the use of that money.
- **Direct, restricted donations from public individuals.** Restricted donations must be used for the purpose for which they were donated. An exception to this is in matching donations. The Foundation has the right to match funds as advertised and maintain a portion for other Foundation projects. For example, Joe Smith donates $10,000 for scholarship to a 1:2 matching promotion. In this case the charity or researcher named in the restricted donation would receive $10K +$10K and the Foundation would keep its matching $10K for use as it sees fit.
- **Direct donation from public entities.** Any corporation, government entity or business entity can donate to the Foundation but we must have their EIN or SSN for correct record keeping and be certain of any legal requirements involved in the donation.
- **Industry direct, unrestricted contributions.** Industry is defined as any company, individual or corporate, for profit organization that functions in the field of complementary and alternative medicine (human) or complementary and alternative veterinary medicine.
- **Industry restricted contributions.** A company or corporation may seek out assistance from the Foundation to find and perform appropriate research on a proprietary product. In such cases the company provides the grant and the Foundation takes 15% for administration costs.

Certain donors prefer to remain anonymous. This desire is protected as allowed by law, but the organization shall always maintain clear financial records so that an auditor can tell the origin and destination of all funds received by the Foundation.

Donor information shall be protected and kept secure through appropriate web based security. Donor information will NEVER be shared or sold under any circumstances. Donor names may be used in promotional communications but only with the donor’s explicit permission. Any employee or associate of the Foundation found dealing carelessly or unprofessionally with such data will be disciplined or released at the discretion of the Executive Director.
AHVM Foundation Humane and Cruelty Free Research Guidelines
The Foundation, its principle executives, officers, staff and volunteers, as well as our donors are concerned with funding and supporting sound, relevant, and humane studies that directly involve complementary and alternative or integrative veterinary medical modalities and lead to improved animal and human health. Any researcher doing work with the Foundation must follow these Cruelty Free and Humane Research Guidelines which exist to ensure that every single animal used in any study receive compassionate care throughout the research study. The Foundation expresses its gratitude to the Winn Feline Foundation for its Humane Use of Animals Guidelines from which we based this policy.

Approved and funded Foundation research must be humane and cruelty-free with the utmost of regard given to any animals used in the study. The Foundation favors clinical research and will not fund any research where disease is induced in test animals, or where animals are harmed substantially and then euthanized. The Foundation will not generally accept for funding any study that causes significant pain or distress. Where research animals exist that have been damaged (as in primates surgically altered to suffer from glaucoma) prior to the Foundation's involvement, and where those animals can benefit from the use of alternative or integrative pain management either for pain reduction, sedation or for improved healing; these populations of animals may be involved and served by participation in research sponsored by the Foundation. Nothing in this policy supports the use of other funding for research damaging or destructive to animals which occurs as part of any study we fund.

Researchers will provide information about the following to the RC and GC as part of their applications for funding:

1. All studies applying for support will have approval of the Institutional Animal Care and Use Committee (IACUC), or equivalent review committee.
2. A description of biological samples, tissues, etc, etc used in the study as well as how these will be acquired by the researcher.
3. In studies using live animals, the researcher's proposal shall include details of the species or animal involved, their sourcing, as well as justification for the numbers used for the proposed project. Animals used must be appropriate for such work.
4. If pain of any sort is induced or anticipated, the proposal shall defend the design and reasons for that and provide information about the nature of pain, injury or distress and detail how it will be controlled or mitigated using appropriate methods. The proposal must demonstrate why this is necessary and show how an alternative design would be less appropriate.
5. Housing and environment of any animals in the study must be described.
6. Explain the disposition of animals following the study. If adoption is an option, what will occur should insufficient homes be available? If euthanasia is necessary details of this must be included in the proposal. Generally we will not approve research requiring euthanasia, except when necessary to relieve unanticipated pain or suffering.
7. Please note that if the study involves invasive methodology or consequences, the researcher must give a signed guarantee that any animal so involved is never subjected to in another study of invasive nature. The Foundation does not look favorably on studies involving invasive elements and will only approve these with the strictest of controls and assurances and in cases where the benefit to healthy animals is so large as to justify the price paid by individual test subjects. The Foundation does consider euthanasia an acceptable procedure where animals have unanticipated illness or injury that results in pain and suffering that cannot be alleviated with standard methods.
AHVM Foundation Grant Proposal Application Cover Sheet
(1 page)

Note: All grant application proposals and letters of intent shall be submitted with this completed form on the title page.

Complete and submit electronically as a single pdf file to the AHVM Foundation, 404 N Mt Shasta Blvd, Rm B, Mount Shasta, CA 96094, office@AHVMF.org, http://www.AHVMF.org. Proposal must be submitted by either the Principal Investigator or the Institutional Official.

1. Study Title:

2. List All Principal Investigators (PI):
   a. Name and position/title:
      Institution:
      Email address:
      Mailing address:
   b. Name and position/title:
      Institution:
      Email address:
      Mailing address:
   c. List other co-investigators/collaborators/consultants including their position/title and institutional affiliation here (an extra page is allowed only for additional co-investigator information).

3. Agency or Institution Information (where grant would be payable):
   Institution name:
   Mailing address:
   EIN number (US applicants):
   Check made payable to:
   Institutional official name and position/title:
   Institutional official email:

4. Amount Requested:
   US Dollars $________________________

5. Signatures:
   Dated signature of principle investigator and appropriate Institutional official:

   ____________________________________________________________

(Note that typing or electronically signing your name above constitutes an appropriate electronic signature)
Grant Application Advice and Instructions

Grants may be submitted at any time. Generally they are considered in groups. The deadlines for each of these two major groups for receipt of applications are January 15 and June 15. Grant proposals are formally collected and evaluated twice per year. Approved grants are then funded pending receipt of IACUC letters and any additional required documentation. The Foundation GC will make recommendations for awards to the BOD, which will approve the final list of recipients. The Foundation can approve grants of any size from $10,000 or larger, but it prefers projects with discrete and achievable goals within the range of $10,000 to $30,000 range.

- Projects should have discrete and achievable goals within the financial limits for the project period which is usually a year. They must demonstrate their relevance or benefit to animals.
- Continuation (Renewals) of grants awarded previously will be considered and these requests should follow the procedure below.
- Studies must be applicable to complementary and alternative or integrative veterinary medicine, but studies that benefit both human and veterinary medicine are also allowed. While our primary interest is in veterinary medicine, the Foundation recognizes that interdisciplinary benefits may occur. Studies will be considered for all aspects of veterinary care.
- Applicants may be faculty veterinarians, post-doctoral fellows or clinical interns/residents (with faculty sponsor), practicing veterinarians or veterinary students (with faculty sponsor), or non-veterinary professionals working in the veterinary and biomedical research environments.
- The Foundation does not pay institutional indirect costs.

Proposal Format:

To apply for a AHVMA Foundation grant, submit your electronic proposal as ONE complete pdf file with all documents (1” margins, Double spaced, Times New Roman 12 font; provided in order listed below) to grants@AHVMF.org to be received no later than January 15 and June 15 of the calendar year.

Proposals submitted in separate pieces or unsigned will not be reviewed. The Principal Investigator and Institutional official will receive a confirmation email once the document is received.

Summary Guidelines (Each proposal must include the following information in order):

I. Cover Page (maximum one page):
You MUST use the cover page template as shown above.
- Includes the title of the proposed study.
- Name, position/title, institution, email, and regular mailing address of all Principal Investigator and a list of Co-Investigators including position and institutional affiliation.
- Agency/Institution, mailing address, institution’s EIN or SSN Number (US applicants only), Institutional official, name, title/position, email for the agency or institution to which the grant would be payable.
- Amount requested.
- Signature of the Principal Investigator and appropriate Institutional Official.

II. Scientific Summary (maximum 250 words):
Scientific abstract suitable for veterinary journals or other publications describing the purpose and background of the study.
III. Lay-language Abstract (maximum 250 words):
Abstract in simple non-technical language for use in the AHVM Foundation’s press releases, newsletters and website geared towards the general public.

IV. Continuation (Renewal) Studies (maximum 3 pages): If the proposal is a continuation of an AHVM Foundation funded study, include a progress report of the current study. You may include one page to address Revisions or Resubmission issues that address Foundation reviewers’ concerns.

V. Study Proposal (maximum 5 pages, not including references):
- Background (including preliminary data) which clearly address study objectives and hypotheses.
- Include precise reasons for experimental design, number of animals needed, expected outcome, possible limitations to study and alternative approaches.
- It is highly recommended that a statistician be consulted during the design of the study. A thorough description of data analysis must be included in the methods section, including sample size calculations. For power analysis, describe how it was performed and reference the data used for assumptions in the analysis.
- Applicants using client-owned animals must provide signed Informed Consent and document that the case load is adequate to provide the number of animals per year needed to complete the study as proposed.

VI. Timeline (maximum one page):
Provide a detailed estimate of time to complete work.

VII. Itemized Budget with Justification (maximum two pages: one page actual budget and one page justification):
- The final numbers on the budget page must match the amount requested on the cover page. Include a list of any other current sources of funding and/or related grants requested.
- Applicant must provide an estimate on how much time each investigator will spend on the project, as well as their role. Indicate and justify a percent effort on this grant for all individuals, such as technicians, graduate students, etc. for whom funds are requested.
- The Foundation does not fund salaries of investigators (faculty), major equipment expenditures, travel, or indirect costs. Salaries for support personnel (e.g. technicians), graduate students, post-doctoral fellows or clinical interns/residents, supplies, and animal care costs not justified may be deleted from the budget. We do allow publication funding up to $500 to encourage publication of CAVM data.

VIII. Animal Involvement Justification:
- Studies must meet stringent humane standards of care when animals are involved. See the AHVM Foundation Cruelty Free and Humane Use of Animals Guidelines above for additional information that must be submitted;
- If applicable, provide a description of the animal care unit at the investigator's facility, including certifications held (such as IACUC guidelines or AAALAC certification), and plans for maintenance of animals during and after the study (maximum 1 page). Humane treatment of animals is of utmost importance to the Foundation and will be reviewed closely.
IX. References (maximum 2 pages):
Include complete pertinent literature references. All references should include full citations including titles. References may be formatted in single spaced, 10 font.

X. Curriculum Vitae (maximum 2 pages each):
Provide for every Principal investigator.

XI. Consent Forms and Questionnaires:
If applicable, studies requiring client consent or questionnaires must include the proposed consent form and questionnaires as examples.

Publication and Progress Reports:
- Investigators receiving a grant award are REQUIRED to credit the Foundation in any and all publications/presentations arising from this research. Copies of all publications arising from this project should be submitted to the Foundation within three months of publication or presentation.
- A progress report of the funded project is REQUIRED every 6 months following the receipt of the first installment of the grant award until the final project report is submitted. Failure to submit progress/final reports will delay payments to the institution and any possible future funding. Reports must use the report outline provided by the AHVMF.
- Payments are made in three installments: 1/3 at the start of the award, 1/3 mid project period when the first progress report is received and the last 1/3 when the final progress report is received.

Direct any communication to the AHVM Foundation office:
AHVMFoundation, 404 N Mt. Shasta Blvd., Rm B, Mount Shasta CA 96067  888-636-8361
office@AHVMF.org