

GENERAL INFORMATION REGARDING CHECKLIST

EveryCat Health Foundation is a non-profit, charitable organization that funds research in or related to health issues affecting cats.

EveryCat Health Foundation provides an independent and comprehensive review of all research grant proposals submitted to the Foundation for each grant cycle. EveryCat has established a process over its 50- year history that is well-respected for its science-based structure, humane guidelines, and the consideration of clinical practice benefits to all cats.

Eligibility: Applicants may be faculty veterinarians, post-doctoral fellows, practicing veterinarians or veterinary students. PhDs in other scientific and medical specialties are eligible to apply for EveryCat grants though they may wish to collaborate with researchers and clinical scientists in the veterinary medical field. EveryCat Health Foundation encourages any questions regarding eligibility to be sent to grants@everycat.org.

EveryCat Health Foundation encourages investigators who are new to writing grant proposals to collaborate with established researchers and investigators in the feline health area related to their proposed project. This form of collaboration will enhance skills in grant writing, study design development and appropriate use of statistics to create a project that will better benefit all cats.

CHECKLIST FOR PROPOSAL SUBMISSION

Summary Guidelines (Every copy of the proposal must include the following information in order):

I. **Cover Page** (maximum one page):

You **MUST** use the cover page template provided in the grants process section [here](#).

1. Title of the proposed study.
2. Name, institution, email, and regular mailing address of all primary investigators and a list of co-investigators.
3. Agency/Institution, mailing address, institution's EIN Number (US applicants only), grant administrator name/email for the agency to which the grant would be payable.
4. Amount requested.
5. Signature of the principal investigator and appropriate grant administrator.

Section completed and reviewed.

II. **Scientific Summary** (maximum 250 words):

A scientific abstract suitable for veterinary journals that describes the purpose and background of the study.

Section completed and reviewed.

III. **Lay-language Abstract** (maximum 250 words):

A simple non-technical language abstract for use in EveryCat Health Foundation's press releases, newsletters and website geared towards the public must be included.

Section completed and reviewed.

IV. **Continuation Studies** (maximum 3 pages):

If the proposal is a continuation of a prior EveryCat funded study, include a progress report of this earlier study.

Section completed and reviewed.

V. **Study Proposal** (maximum 3 pages, not including references):

1. Background (including preliminary data) which clearly address study objectives and hypotheses.
2. Include precise reasons for experimental design, number of animals needed, expected outcome, possible limitations to study and alternative approaches. Recommendations to improve study design aims would benefit a larger number of cats compared to a small group of cats ("think globally but act locally" concept). It is important to have positive and negative controls in the study unless the study is primarily surveillance and even then, one can survey select populations. Consider comparing different age groups, management techniques, etc. Develop hypothesis and communicate clearly.
3. A statistician must provide an evaluation of 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.
4. Nutritional studies must include a complete description of proposed diets, including anticipated levels of key nutrients (as defined within the study hypothesis), and an evaluation of the diet and proposal by a qualified nutritionist.
5. Biomarker assays will be expected to adhere to current sound practices of assay development including phases of assay optimization, qualification, and validation appropriate for the stage of assay development. For fully developed assays, the assay development plan and any preliminary data should be included in the proposal along with clear endpoints for acceptance and sufficient design to ensure that the endpoint measured is the one targeted by the assay.
6. Applicants using client-owned animals must document that the institutional case load is adequate to provide the number of animals per year needed to complete the study as proposed. This is one of the most challenging areas for studies.
7. A table with the proposal abbreviations and definitions/meanings is recommended. A template is available for download.

Section completed and reviewed.

VI. **Timeline** (maximum one page):

Provide a detailed estimate of time to complete work. (Templates provided to download [here](#) and [here](#).)

Section completed and reviewed.

VII. **Itemized Budget with justification** (maximum one page):

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. (Budget templates provided to download [here](#) and [here](#).)

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 principal/co-investigators, major equipment expenditures, travel, publication, or indirect costs. Salaries, supplies, and animal care costs not justified may be deleted from the budget.

Section completed and reviewed.

VIII. **Animal Involvement Justification:**

1. Studies must meet stringent humane standards of care when animals are involved. Download the EveryCat Humane Use of Animals Guidelines for additional information [here](#).
2. If applicable, provide a description of the animal care unit at the investigator's facility, including certifications held (such as IACUC guidelines), and plans for maintenance of animals during and after the study (maximum 1 page). Humane treatment of animals is of utmost importance to EveryCat Health Foundation and will be reviewed closely.

Section completed and reviewed.

IX. **References** (maximum 2 pages):

Include complete pertinent literature references. All references should include full citations including titles.

Section completed and reviewed.

X. **Curriculum Vitae** (maximum 2 pages each):

Provide for every primary investigator.

Section completed and reviewed.

XI. **Consent Forms and Questionnaires:**

If applicable, studies requiring client consent or questionnaires must include the proposed consent form and questionnaires as examples.

Section completed and reviewed.

XII. Submission of the electronic proposal as ONE complete Microsoft Word document to grants@everycat.org by the deadline provided by EveryCat Health Foundation.

Completed and reviewed.

RESOURCES AVAILABLE FOR GRANTWRITING SUPPORT

Four examples are available upon request of research proposals that were approved for funding in prior years. All projects have been completed and the studies published in peer-reviewed veterinary publications.

Ten journal articles (JAVMA, JAAHA, etc.) related to research study design, statistics and grant writing are available upon request to EveryCat Health Foundation.

Templates are available to download for Budgets, Timelines, and [Abbreviations](#).

An online handout developed by the University of North Carolina-Chapel Hill with advice on grant proposal writing may be viewed [here](#).

Another online handout: Planning and writing a grant proposal: [The Basics](#).

**** EveryCat Health Foundation encourages any questions regarding grant proposals and/or grant writing guidance to be sent to grants@everycat.org**