

2024 RESEARCH PROPOSALS CHECKLIST

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 more than 50-year history that is well-respected for its science-based structure, humane guidelines, and the consideration of clinical practice benefits to all cats.

Please Note: Studies applicable to all cats and all aspects pertaining to feline health are encouraged. EveryCat Health Foundation also has dedicated funds for special health areas of interest for study.

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. Candidates for the two New Feline Investigator Grant awards must be in a DVM/PhD program pathway at a college or school of veterinary medicine which currently applies for grants from EveryCat along with having an interest and working in feline health research. 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 which will better benefit all cats.

CHECKLIST FOR PROPOSAL SUBMISSION

The proposal must include the following information:

1. Introduction
 - Include the title of the proposed study.
 - Name, institution, email, and regular mailing address of all primary investigators and a list of co-investigators.
 - 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.
 - Amount requested.
 - Signature of the principal investigator and appropriate grant administrator.
2. Scientific Summary (maximum 250 words)
3. Lay-language Abstract (maximum 250 words)
4. Continuation Studies: If the proposal is a continuation of an EveryCat funded study, include a progress report of the study.

5. Study Proposal
- a. Background (including preliminary data) that clearly addresses study objectives and hypotheses.
 - b. Include precise reasons for experimental design, number of animals needed, expected outcome, possible limitations to study and alternative approaches. A table outlining and explaining abbreviations used in the proposal is recommended.
 - c. 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.
 - d. Applicants using client-owned animals must document that the institutional caseload is adequate to provide the number of animals per year needed to complete the study as proposed.
 - e. There is no page limit.
 - f. Submit all attachments in PDF format only.
 - g. Upload a copy of the entire proposal in PDF format.
6. Timeline: Provide a detailed estimate of time to complete the work.
7. Itemized Budget with Justification- *Budgets are reviewed in detail*
- a. 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.
 - b. Applicants must provide an estimate on how much time each investigator will spend on the project, as well as their role.
 - c. Indicate and justify a percent effort on this grant for all individuals, such as technicians, graduate students, etc. for whom funds are requested.
 - d. The Foundation does not fund salaries of investigators, major equipment expenditures, travel, publication, or indirect costs. Salaries, supplies, and animal care costs not justified may be deleted from the budget.
 - e. Round budget to nearest whole dollar amount.
8. Animal Involvement Justification: Studies must meet stringent humane standards of care when animals are involved. For additional information, please consult the EveryCat Health Foundation's Humane Use of Animal Guidelines [here](#).
- 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. Humane treatment of animals is of utmost importance to EveryCat Health Foundation and will be reviewed closely.

9. References: Include complete pertinent literature references. All references should include full citations including titles.
10. Curriculum Vitae: Provide curriculum vitae for every primary investigator.
11. Consent Forms and Questionnaires: Studies using client-owned cats must include owner consent forms. If applicable, study questionnaires must include the proposed questionnaires.

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 at <https://everycat.org/the-latest/grants/grant-process/> under "Assistance in Applying for a Grant."

EveryCat Health Foundation has produced a [webinar](#) for reviewing grant writing and project development skills.

An online handout developed by the University of North Carolina–Chapel Hill with advice on grant proposal writing: <https://writingcenter.unc.edu/tips-and-tools/grant-proposals-or-give-me-the-money/>

Another online handout: Planning and Writing a Grant Proposal: The Basics. <https://writing.wisc.edu/handbook/grants/>

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

EveryCat Health Foundation, a non-profit organization established in 1968, advances feline health by supporting groundbreaking research and education. Its work worldwide has funded over \$10 million in cat health research at more than 30 partner institutions. Efforts are made possible through the generosity of dedicated donors and collaborators. Research supported by EveryCat Health Foundation helps veterinarians by providing groundbreaking research that improves treatment of common feline health problems and prevents many diseases.

EveryCat Health Foundation welcomes and promotes diversity and inclusion for all who are seeking to create, support, deliver and share the science of understanding, healing, curing, and caring for every cat, every day.