

September 30, 2011

UNITED STATES EQUESTRIAN FEDERATION, INC.

EQUINE HEALTH RESEARCH FUND

CALL FOR RESEARCH PROPOSALS 2012

Proposals are solicited in areas of special concern to performance and show horses. Proposals should be submitted by **January 31, 2012**. Proposals will be reviewed by a panel of five or more veterinarians, and notice of results of the review will be available by **June 30, 2012**. The Chair of the Review Panel is Dr. Catherine Kohn of The Ohio State University. **Please submit an electronic version of the document (as a Word file with the suffix .doc) in the required format by email to dtartal@usef.org and in addition to the electronic version please submit the original and one copy of your proposal to:**

Dr. Stephen A. Schumacher
United States Equestrian Federation, Inc.
Equine Drugs and Medications Program
956 King Avenue
Columbus, Ohio 43212-2655
Telephone: 1-800-633-2472
dtartal@usef.org

PROPOSAL FORMAT

1. Title Page

a. Include address and telephone number, fax number and email address of principal investigator.

b. List title of co-investigators and their addresses.

2. Abstract

The maximum length is 500 words. The abstract should provide a concise overview of the proposal, including rationale, main hypotheses, experimental design and the salient features of the plan for data analysis.

3. Body of proposal

a. Format

The maximum length of the body of the proposal is ten pages, excluding the title page, abstract, references, budget, lay summary, and tables and figures. Please use Times Roman 12 point type. All margins should be a minimum of 1.25 inches. Please number each page (exclusive of the title page) in the center of the bottom of the page. Please put all figures and tables on separate pages, accompanied by a legend. Please **bold** each abbreviation the first time it is used. Failure to comply with formatting requirements may result in a request for resubmission.

b. Organization

1) Hypothesis and Specific Aims.

2) Background and relevance of the problem to be studied. Include a statement of relevance to the mission of United States Equestrian Federation, Inc. Equine Health Research Fund. (To support projects that benefit performance and show horses and that investigate current problems or fill in gaps in current knowledge.) Include a succinct review of the pertinent literature. References to unpublished observations by the principal investigator should be supported by preliminary data presented in an appendix whenever possible.

3) Experimental Design and Materials and Methods.

Sufficient detail should be given to allow reviewers to assess the feasibility of the studies you propose.

4) Welfare Issues

Please describe how horse welfare will be safeguarded during your studies. Describe use of analgesics or sedatives if indicated.

If your experimental design includes terminal studies, please provide a statistical justification for the number of experimental horses that you will use. The EHRF wishes to be sure that sacrifice of horses is at the minimum required by high standards of science, and is justified by novel, important new information generated by the experiments.

5) Bibliography

If you cite substantiating data in a manuscript not yet published, please include a draft of the manuscript you reference. All such manuscripts containing information relevant to grant interpretation and evaluation must accompany your submission.

6) Expected Completion Date

4. Budget

- a. The maximum amount allowed is \$25,000.
- b. If monies to defray salary and benefit expenses for an investigator are requested, this expense must be justified in terms of the percentage of his/her overall effort that the investigator will direct to the study. For example, if the salary and benefits for a faculty member total \$80,000, and the investigator will devote 5% of his/her time to the project, \$4000 could be budgeted for this expense. The EHRF will fund partial compensation for faculty members at Universities and for graduate students, using the above described formula. The EHRF will also fund partial compensation for technicians and students employed to help on the project. The EHRF will not fund partial compensation for clinical residents. Please clearly indicate the status of each person for whom compensation is requested.
- c. The budget should be in sufficient detail to allow reviewers to assess adequacy for completion of the project.
- d. United States Equestrian Federation, Inc. does not allow inclusion of monies to support travel, and will fund a maximum of \$400.00 in publication costs. Publication costs should be included in the budget.
- e. United States Equestrian Federation, Inc. does not pay overhead expenses. However, if you are required by your institution to obtain some cost recovery on small grants, we will provide a maximum of 10% for overhead. If you include indirect costs in your budget, please include a letter from your institution indicating that indirect costs must be recovered on this grant.
- f. United States Equestrian Federation, Inc. encourages submission of grants requiring partial funding; however, approval of funding by United States Equestrian Federation, Inc. is contingent upon proof that other required funds have been obtained by the investigators. Please describe in detail sources of other funds and clearly indicate amount of funding in hand for the studies. Provide documentation of funding in hand.
- g. If your proposal is funded by another agency in the interim between submission and notification of funding by United States Equestrian Federation, Inc., please contact Dr. Schumacher immediately. United States Equestrian Federation, Inc. reserves the right to remove from consideration any proposals that have been funded by other agencies.

5. Curriculum Vitae of Principal Investigator and Role of Co-investigators.

- a. Please clarify the role of each co-investigator. If a co-investigator is providing specific expertise essential to the successful completion of the experiments, please include his/her curriculum vitae.
- b. Curriculum vitae

1) Maximum of two pages

2) Include relevant publications in the last three years in the field of study related to your grant.

3) Include all current funding support. Give title of grants, date of and time period of funding. Also include % effort for each funded project.

6. Layman's Summary

a. Briefly explain your study and describe the benefits of results to performance and show horses. The language should be appropriate for a lay horseman.

b. Maximum of two pages.

REVIEW PROCESS

Grant proposals are reviewed by a panel of five or more veterinarians. Each investigator will receive a review of his/her grant representing the collective views of the panel. The Review Panel may request a confidential review from a person who is not a member of the panel for a proposal in a specialty area.

FUNDING INTERVAL

United States Equestrian Federation, Inc. grants funding for a period of two years. If an extension is required, it should be requested at least 60 days prior to the end of the two year anniversary of funding. Address request to Dr. Catherine Kohn, Chairperson Equine Health Research Fund Scientific Review Panel, c/o Dr. Stephen A. Schumacher.

Failure to meet this time line, either for the manuscript or abstract will result in a delinquent status for the investigators, making them ineligible for further support until the deficiency is corrected. Two or more delinquencies in the same institution will result in disqualification of any proposal from that institution.

DISPERSAL OF FUNDS

Upon receipt of notification of approval for funding, please send an invoice for fifty percent of the requested funds to Dr. Stephen A. Schumacher. Please include in your correspondence how the check is to be addressed and to whom it should be mailed.

Fifty percent of the requested funds will be paid to the principal investigator immediately upon receipt of funding approval. The remaining fifty percent will be paid upon receipt of proof of completion and submission of an invoice for the final fifty percent of the requested funds; a reprint, letter of acceptance for publication, thesis, or a complete report of results and conclusions from the study is required. We also require that you submit a lay summary of your results, emphasizing the importance of them for performance horses, in a form suitable for publication in *Equestrian Magazine*, the official publication of the USEF, or to be placed on-line for our members to use as a resource.

Please address all questions and correspondence to Dr. Stephen A. Schumacher or Dr. Catherine Kohn.