

WILDLIFE HEALTH RESEARCH FUND

GUIDELINES FOR GRANTS IN AID OF RESEARCH

1.0 Criteria for Assessment of Grant Applications to the WHRF

It is important that applications be of high quality, well written and presented within the guidelines below and on the form. New faculty are encouraged to have an experienced and successful grant writer assist them. It is imperative that projects initiated by students be jointly written with an experienced supervisor.

- 1.1 Research must deal with some aspect of health or disease in wildlife and fish in western and northern Canada. The research might deal with disease in terms of conservation, welfare, management, or ecology.
- 1.2 Scientific merit and appropriateness of the budget
- 1.3 Involvement of WCVN graduate students, and WCVN undergraduate students
- 1.4 Start-up funds for new projects or areas of research
- 1.5 Support for new faculty
- 1.6 Evidence of attempts to secure external funding

2.0 Applications Procedures

- 2.1 Eligibility
Only faculty members of the WCVN are eligible to hold grants from the WHRF. Professionals who are not WCVN faculty members may serve as collaborators.
- 2.2 Application Documentation
Application forms are available for the WCVN Research Office; electronic versions of this form are also available. All request for funds from the WHRF must use this form(at). The application must be in a print size of 12 points or greater, or in cpi terms a maximum of 10 characters per inch.
- 2.3 Spending Plan/Budget
 - 2.3.1 Generally, grant requests in the range of \$1,000 to \$15,000 will be considered.
 - 2.3.2 Budget items will receive approval in the following order of priority:
 - materials, supplies, animals, animal housing, and field expenses (includes travel)
 - salaries (e.g. graduate, undergraduate student or technician salaries)
 - conference travel and publication costs
 - equipment
 - 2.3.3 Information on project costs must be provided. The amount and specific costs requested from the WHF must be provided in detail, showing sources of other funding.
- 2.4 Application Date
The deadline each year for applications is **February 15**

3.0 Conditions of Award and Reporting Requirements

- 3.1 Normally a final decision will be made by March 31.
- 3.2 Research projects will normally be funded on an annual basis. Unexpended funds will revert to the WHRF after three years unless a written request for an extension is received and approved by the Associate Dean (Research).
- 3.3 Any over expenditure of funds is the sole responsibility of the supervising faculty.
- 3.4 Recipients of grants in aid of research are required to submit an annual statement of receipts, expenditures and commitments for each fiscal year (April 1 to March 31) by May 1st. A final report (400 word lay summary) is required upon completion of the research project, as well as copies of a peer reviewed publications.
- 3.5 All expenditures must be consistent with the research and spending plan set out in the research grant application.
- 3.6 Recipients of grants in aid of research must submit a progress report each year by February 15, separately or as a part of their new application to the WHRF. This report should be written in lay language suitable for *the WHRF website* and be no more than 400 words. Reports should emphasize the objective, the results obtained, the application of the findings, and any deviation from the original research plan. Copies of peer reviewed publications should also be submitted as they become available. Reports should be accompanied by at least one picture to be used for the WHRF website or newsletters to supporting organizations.
- 3.7 Failure to comply with these conditions, including the timely submission of a final report, will adversely affect future applications.
- 3.8. Funds are approved with the understanding that attempts will be made to secure external funding for support wherever possible.

4.0 Permits

If the proposed research involves free-living animals under federal or provincial jurisdiction, have all necessary permits been obtained (or applied for)? Please specify permits that are required for the proposed research:

PLEASE SUBMIT APPLICATION TO THE WCVI RESEARCH OFFICE

(Please remember that all projects using animals or animal tissues require an approved Assurance of Animal Care form. Please submit a copy for our records or the Certification of Animal Care)

APPLICATION DEADLINE - FEBRUARY 15th

WILDLIFE HEALTH RESEARCH FUND

APPLICATION FOR GRANT IN AID OF RESEARCH

Date: _____

1. **PROJECT DIRECTOR:** _____ Dept: _____

GRADUATE OR UNDERGRADUATE STUDENT INVOLVED

2. **COLLABORATORS:** _____ Dept: _____

_____ Dept: _____

_____ Dept: _____

3. **PROJECT TITLE:**

4. **DOES THIS PROJECT INVOLVE THE USE OF** Live Animals
Animal Tissue/Blood

If answer to either is YES, appropriate ethics approval must be obtained from the U of S Animal Care and Use program prior to release of research funds. Application procedures and forms are available at http://www.usask.ca/research/ethics_review/animalcare/index.php.

5. **PROJECT OBJECTIVES** (*maximum of 250 words, include hypotheses and predictions if appropriate*):

6. **SIGNIFICANCE TO WILDLIFE HEALTH IN WESTERN AND/OR NORTHERN CANADA:**

7. **SUMMARY OF PROPOSED RESEARCH** (*Maximum of 250 Words*)

8. **PROPOSED INITIATION DATE:** _____ **COMPLETION DATE:** _____

9. **AMOUNT REQUESTED:** _____ **FUTURE NEEDS:** _____

10. **SIGNATURES:**

Applicant: _____ Department Head: _____

Collaborator: _____ Collaborator: _____

Collaborator: _____ Collaborator: _____

11. **BACKGROUND INFORMATION** (*500 words or less - include preliminary work, pertinent references*)

and rationale):

12. **RESEARCH PLAN** (*500 words or less*):

13. STATISTICAL ANALYSIS:

14. BUDGET:

	Details	Sub-totals	Totals
a) Salaries (<i>Specify</i>)			
b) Animals			
c) Animal Care			
d) Equipment			
e) Consumables			
f) Lab Services			
g) Field Expense			
h) Conference Travel (<i>Maximum \$500</i>)			
i) Computer Services (<i>Specify</i>)			
j) Publication Costs (<i>Maximum \$500</i>)			
k) Other (<i>Specify</i>)			
TOTAL			

15. PLEASE EXPLAIN THE ABOVE EXPENSES.

16. OTHER RESEARCH SUPPORT HELD OR APPLIED BY THE APPLICANT FOR THIS PROJECT *(title, agency, amount, and whether held or applied for):*

For this project:

For all other projects:

17. PROGRESS REPORT FOR EACH ACTIVE WHRF GRANT *(No more than 400 words for each. Use lay language. Add extra pages as needed.):*