

PET TRUST RESEARCH

Information for Applicants

Pet Trust Mandate: *OVC Pet Trust helps explore vital companion animal health issues, develop new diagnostic and treatment techniques and examine the human-animal bond.*

The Pet Trust supports research that advances the health and quality of life of companion animals (excluding equine). The process for the grant competition is described below.

Please note that, in addition to scientific merit, all proposals will be evaluated against the following criteria:

1. Relevance to Pet Trust

- Important common or emerging health issues and diseases most often resulting in morbidity or mortality
- Development or improvement of treatment regimes or diagnostic modalities
- Prevention of important diseases or suffering including behavioural problems affecting the human animal bond
- Practice management issues particularly related to communication that results in improving companion animal health and enhancing the human-animal bond

2. Relative Importance to Companion Animals

- Studies that have potentially profound scientific impact or applicable animal health benefit in relation to the financial investment
- Studies that are relevant to all companion animals including dogs, cats as well as small domesticated mammals (i.e. “pocket pets”), reptiles, amphibians, avian and fish. Large companion animals i.e. horses, donkeys, mules and llamas etc. are excluded.

3. Ethical Use of Animals

- Study does not cause disease, injury, pain or distress (except short-term minor pain that can be controlled by analgesia or anesthesia).
- Study is not terminal and does not include euthanasia of the animal.
- The use of research animals is justified and statistical evidence indicates that the number of research and/or client-owned animals is appropriate and minimally adequate to achieve proposed results (i.e. power analysis was conducted to calculate sample size in consultation with a statistician).
- The use of client-owned animals is justified and informed consent is to be sought.
- Investigators and staff are qualified to conduct procedures on living animals.
- Animal use is humane and consistent with Animal Care Committee guidelines.

Additional Information:

- Collaborative research projects involving clinicians and basic researchers are strongly encouraged.
- Translational research projects that target practical applications of the knowledge will receive high priority.
- High budget studies should emphasize high impact on veterinary medicine.
- Evidence of consistent research productivity from previous Pet Trust grants (e.g., research articles that are either published or in press) is a key factor in Pet Trust grant approval. The completed forms should be submitted electronically to the following e-mail address ptcomp@uoguelph.ca. The following should be included in the submission:

Full - proposal applications

At the time of full proposal evaluation, all projects will be evaluated for a) relevance to Pet Trust, b) relative importance to companion animals, and c) ethical use of animals by all committee members.

For the internal deadline, OR-5 forms and the completed research proposal (using the template provided) should be submitted to the department Chair, Associate Dean, Research and Innovation and the Office of Research for review and signature endorsement of the proposed research. The Project Description Template should be used for this purpose.

Once approved, the final submission should occur as an eApplication. Information about this process including the lay abstract, the project Description Template (PDF document), the eApplication and eCV tagging can be found [here](#).

Lay abstract (on eApplication form)– 3,000 characters including spaces

- Written in lay language that can be readily understood and appropriate for general public audiences. It should be sufficiently clear to ensure that objectives, scientific approach, expected outcomes and novelty can be appreciated by the reader. Bear in mind that Pet Trust places particular emphasis on investigation of common health problems, the training of specialists, and the development of new diagnostic, therapeutic and surgical treatments. These lay descriptions are often used by our communications and marketing teams so please make them simple to understand.
- This lay abstract is part of template but needs to be uploaded as well in the dedicated box in the eApplication for Pet trust communication teams.

Project Description template:

Mandatory font size 12 and Times New Roman font

1. Lay abstract (3,000 characters including spaces) –same abstract as in the eApplication form.

2. Background and rationale
 - Why is this an important project
 - What is the magnitude of the problem
 - If available, preliminary data is strongly encouraged.
2. Hypothesis and Objective(s)
3. Research design
 - Materials and Methods
 - Statistical analysis
 - Sample size calculation/justification (for hypothesis-based research project- not applicable for pilot study)
 - Anticipated Difficulties
 - Expected results and impacts
4. Preliminary data
5. Timeline and Milestones
6. Animal use
 - If the project involves the use of purpose bred research animals, please include a letter of support from the supplier specifying whether the animals will be leased or purchased. A quote from the provider, for the lease or purchase of animals is also required and should be included with the submission.
 - If purpose bred research animals are to be purchased please include a plan of how these animals will re-homed upon completion of the project, bearing in mind that there may be housing costs incurred between the time the study is completed and the animals are re-homed.
 - Describe the environment and housing conditions in which animals will live throughout the duration of the study (enrichment, veterinary care, etc.).
 - If more than one institution is involved, a letter of collaboration from the outside institution(s) must be included at the end of the proposal.
7. Budget and budget justification
 - Include sufficient detail/justification for each budget item so that requested funds may be properly assessed. N.B. If hospital resources are to be used in the study (e.g., diagnostic tests, technical support, surgical supplies, etc.) details of expenses must be included in the budget.

- Publication costs should **not** be included. Upon presentation of invoice for publication to the Associate Dean Research and Innovation (or designate) up to \$2,000 of publication costs will be reimbursed.
- Technician costs must not exceed 15% of the entire budget and a detailed outline of the work to be done by the technician must be included.
 - i. Support staff that is in excess of 15% may be considered if justified (e.g., special skill set that it is not appropriate for a graduate student to obtain such as transcriptionist, skilled support staff is required to meet animal care guidelines, or if low budget studies).
 - ii. Funding for a technician to be the sole person performing the research will not be considered at a rate of more than 15% of the total budget.
- Travel costs for meeting attendance will not be funded.
- Travel costs for field research will be funded if clearly justified.
- Student stipends will not be funded.
- For clinical research, routine standard of care tests/treatment will not be funded.
- Large equipment purchases will not be funded. Please submit requests for equipment through the equipment competition.
- Equipment requests of less than $\leq \$5,000$ will be considered with appropriate justification
 - i. In general computer costs are not included unless there are unique specifications for the particular project.
- Equipment user fees will be funded. Please provide a justification for the user fee.
- Sample collection and examination fees for research conducted in external facilities are eligible. Fees should not exceed those outlined in the OVMA fee guideline.
- For projects in which there are sequential, dependent phases provide a budget for each phase. Funding may be granted for the entire project but be allocated in phases pending satisfactory completion of the milestones. This will be assessed through standardized progress reports by the original project reviewers, Associate Dean Research and Innovation and the committee Chair.
- Resubmissions for additional funds to cover unexpected costs in a project will be evaluated by the committee for merit.
- The availability of matching funds or partial support from other sources will be viewed favorably.
- For *qualitative epidemiology-type research projects*:
 - Food and beverage costs could be funded. However, gift vouchers and compensation (for participating in the research project) funding would be subjected to discussion between the PI and the Chair of the Companion Animal Scientific Review Committee.

- Miscellaneous office cost (printing, pens, phone calls) could be included in the budget up to 250CAD per project
8. References (unlimited)- Add references in the text (superscript or authors and year)
 9. Response to reviewers (if resubmission)

The PI needs to address all comments of reviewers. The PI should be aware that all proposals are reviewed by the panel as well and reviewers' comments are approved by the entire committee. Answers should be constructive, respectful and polite.

The page limits for each section are indicated on the Project Description template.

Summary of required documentation:

1. eCV updates (denoting productivity from past projects)
2. Lay abstract
3. Project or Equipment Description Template
4. OR5
5. OVC HSC cost estimate (if applicable)
6. Consent form for clinical trials (if applicable)

Pet Trust funding is critical for the continued success of our companion animal research program, and for project support for many small animal DVSc candidates, and other graduate students. Continued promotion and ongoing knowledge translation and transfer of research results to practitioners is essential if the Pet Trust Research Program is to remain successful.

Upon award of funds the successful applicants agree to:

- The Terms & Conditions of the award.
- Acknowledge the support of the Pet Trust on all oral or poster presentations, abstracts, and publications.
- Assist in Pet Trust Promotion Activities.

Requesting funds for publication



OVC

RESEARCH

When receipts for publication costs are received please submit them to the Associate Dean Research & Innovation for reimbursement of up to a total of \$2,000 per study. Please note that no funds will be reimbursed if a publication is submitted to a predatory journal.

Shall you have any more questions, please contact the following email:

ovcsas.research@uoguelph.ca