

How to Submit a First Award Grant Proposal
Morris Animal Foundation
Deadline: April 1, 2008

***** Please note the following critical submission update for ALL 2008 proposals *****

MAF has adopted a strict policy of adherence to proposal guidelines. This includes attention to required font size, page limits, margins, and number of title characters.

Any proposal that is outside of these guidelines will be returned and not reviewed.

After a pre-proposal has been favorably reviewed by the Scientific Advisory Board, the prospective investigator is invited to submit a detailed proposal. Do not submit a proposal unless invited by Morris Animal Foundation. The proposal should be well defined and directed toward making significant progress within a specific time. Please note: MAF permits a maximum of 2 re-submissions of the same proposal (3 total submissions).

The goal of our First Award Grant program is to offer veterinary and/or doctoral (PhD) investigators opportunities early in their career by: 1) providing research funding for their 'first' project as the principal investigator in companion animal or wildlife research and 2) pairing them with a 'seasoned' researcher (MENTOR) to facilitate launching a successful, long-term, scientific career in advancing companion animal and wildlife health.

Qualifications of Applicant: Applicant must be post-DVM, post-PhD and/or post-specialty boards. Applicant must have a post-doctoral career appointment/faculty equivalent position (faculty member just starting out) in a university, accredited zoo, or conservation organization. Applicant must provide a letter documenting their position at their institution from their dean, department head, or equivalent. Applicant must **not** have been funded previously as a principal investigator for more than \$10,000 for any single, extramural award. Previous role as a co-investigator is acceptable. **Residents are not eligible for this award.**

Funding: 2 years at \$50,000 maximum per year (personnel and supplies) plus maximum of 8% indirect costs (maximum award \$54,000). MAF does not pay salaries for faculty appointed to regular/tenure track, full-time, full-salaried positions (i.e. 100% of salary is paid by the institution).

First Award Proposal format:

- Candidate letter of Intent: Resubmit your letter of intent, expanding if you wish, on your career vision and how this award will further your career goals and assist in your progression toward becoming an independent Established Investigator. Limit to two (2) pages.
- Mentor letter: Resubmit the mentor(s) letter(s), expanding on the training environment including: adequate laboratory space and facilities for the trainee and a well-described mentoring plan including scheduled lab meetings, access to seminars, planned publications, etc. The mentor needs to demonstrate in this letter that there is going to be a strong relationship with formal and informal opportunities to discuss research. If the mentor is not in close proximity to the principal investigator, they need to demonstrate that their availability will be consistent. Limit to three (3) pages.
- Letter of support from department head (or equivalent): This should endorse the institution's support of this candidate including: documenting the availability of necessary laboratory space/facilities, support

of the department, and commitment to the candidate. This letter must also clearly state the applicant's status in a career appointment/faculty equivalent position at the institution.

- Clearly indicate on your title page that this is a **First Award Grant Proposal** and clearly label the principal investigator and mentor. Please include an email address for each.
- Follow the format outlined for the Established Investigator proposals: **Place the candidate's letter of intent, the mentor(s) letter(s) and department head letter behind the title page and order the remainder of the proposal as indicated. Scan all documents (letters and proposal) into one PDF file.**

Complete proposal submission includes:

1) One emailed proposal, sent to grantapplications@morrisonanimalfoundation.org, as one single Adobe Acrobat Reader (.pdf) document that contains the **entire proposal, including all letters and supporting documents**. Identify the grant ID number (D08XX-XXX) in the subject line of the email and name the electronic document (.pdf file) with this number.

AND

2) One original hard copy of the proposal with original signatures (single-sided), and one photocopy (can be double-sided) mailed to the following address and received (not postmarked) by the April 1 deadline.

Address To (Note new address):

Kristin Benjamin, VP-Scientific Programs and Advancement
Morris Animal Foundation, 10200 East Girard Avenue, Suite B430, Denver, CO 80231

800-243-2345 or 303-790-2345

www.MorrisAnimalFoundation.org