



## DONOR-INSPIRED GRANT PROPOSAL GUIDELINES

### Canine Cancer Studies

#### PROGRAM SUMMARY

The mission of Morris Animal Foundation is to bridge science and resources to advance the health of animals. To achieve this aim, we fund hypothesis-driven, humane animal health research projects with high scientific merit and the potential for significant impact.

This request for proposals (RFP) is part of our Donor-Inspired Study program. This program allows individual donors to directly support a research topic they have a passion for, and for which there is a pressing need.

This RFP is funded by the Blue Buffalo Company, a key partner to Morris Animal Foundation since 2006. Over the past 15+ years, the Blue Buffalo Company has provided more than \$6 million of funding for scientific research to improve the lives of dogs and cats. Working closely with Morris Animal Foundation, the Blue Buffalo Company has chosen to support research aimed at early detection and prevention of canine cancer.

**Research proposals are invited on the topic of early detection and/or prevention of canine cancer.**

- We are interested in projects focusing on one or more cancer types that are highly prevalent in dogs, particularly those cancers with short survival times and/or limited therapeutic options.
- Dog breeds involved in the study should be well-represented in the general pet population in Canada - this may include mixed-breed dogs.

#### QUALIFICATIONS OF APPLICANT

- Investigators from Canadian institutions are eligible to apply, **and the research must be conducted in Canada.** Applicants from the private sector are not excluded, but if funded must be prepared to accept a royalty agreement via our contracting process. If the applicant is a commercial entity, inclusion of external partners in the research is advisable.
- Competitive applicants will have a previous record of research and publication in a relevant field with evidence of access to sufficient canine populations and/or relevant databases or sample repositories.

#### FUNDING CRITERIA

- **Mission and Topic Adherence:** Projects must advance early detection and/or prevention of canine cancer. Projects on other topics or involving other species will not be accepted.
- **Health Study Policy:** Projects must adhere to Morris Animal Foundation's **[Health Study Policy for Animals Involved in Research.](#)**
- **Application Limits:** A maximum of one application as Principal Investigator in response to this RFP is permitted.
- **Resubmission:** Declined proposals cannot be resubmitted.
- **Budget:** The budget cannot exceed \$52,500 CAD (est. \$41,777 USD). *Indirect costs are not permitted.*
- **Duration:** Maximum study duration is three years.

#### APPLICATION PROCESS

Submit your application at [maf.fluxx.io](http://maf.fluxx.io). Morris Animal Foundation grant applications have two components: an online form and a full application attachment. To submit an application, please complete the following:

1. **Online Application** with contact information for the investigator(s) and institution, and some key project information.
2. **Full Proposal** document, using the [proposal template](#), uploaded to the online application (see proposal guidelines below).

## REVIEW PROCESS

All proposals submitted to Morris Animal Foundation in response to this RFP will undergo administrative and scientific review. Administrative review includes ensuring that the proposal follows guidelines and instructions. Scientific review is conducted by two Scientific Advisers and will be scored according to [this rubric](#).

All projects recommended for funding are reviewed by Morris Animal Foundation's Animal Welfare Advisory Board for adherence to our [Health Study Policy for Animals Involved in Research](#).

## PROPOSAL GUIDELINES

**Failure to adhere to these guidelines may result in disqualification of your proposal.**

### 1. Proposal Format:

- A. Proposals must be completed using [this template](#). **Please do not remove any headers or sections from this template. If any of the sections or questions are not applicable, leave the header in your proposal and indicate this with "N/A"**. The order of the written proposal must follow the outline described below, including the use of outline number and headings provided in the template.
- B. Single-spaced or greater with minimum 11-point font (Times New Roman or Arial font preferred) and ¾ inch margins.
- C. The full proposal must be converted to a single PDF document that includes all letters and attachments.
- D. Technical terminology should be defined on first usage; acronyms and abbreviations may be used subsequently.

### 2. Proposal Outline:

- A. Lay Audience Summary (250-word limit): Please provide a summary of this project suitable for a non-scientist lay audience. As this information may be shared with potential donors, it should not include confidential information or unpublished data.
- B. Technical Summary (250-word limit): Please provide a further summary suitable for scientific reviewers.
- C. Title Page (one-page limit): Name, institution, and email address of Principal Investigator and all co-investigators.
- D. Study Proposal (five-page limit including figures, tables and graphics):
  - i. Hypothesis and Objectives: Be precise and enumerate specific, testable hypotheses with realistic objectives to be met within the timeline and budget of the proposal.
  - ii. Problem Description and Significance (1/2 page recommended): Include literature references and relevant preliminary data that led to the research question(s). Clearly describe the background of the problem, justify the need for the study, and indicate how this may ultimately be useful for veterinarians and cat owners. This description should indicate the current state of research in the area, including the investigator's contributions, and should be

- understandable for scientists in general.
- iii. Experimental Methods and Design: Describe the experimental approach, including the design, experimental methods, number of animals, any interventions (e.g., treatments) and sampling schedules. A thorough description of the proposed data analysis methods must be included.
  - iv. Potential Pitfalls and Mitigation Plans: Describe potential pitfalls of the methods and design, as well as alternative approaches for each objective.
  - v. Potential Impact for Animal Health (minimum 1 page):
    - a. Scientific impact: include impact beyond this research field and future pathways.
    - b. Non-academic impact: include stakeholders and beneficiaries (e.g., public awareness, economic, policy, industry components). Who will benefit and why?
    - c. Engagement activities plan (e.g. knowledge exchange activities)
- E. Sample Size Calculation (no page limit): Describe the method of power analysis using the Sample Size Form provided in the [proposal template](#).
- F. Animal Involvement Justification Form (no page limit): Include the required Animal Involvement Justification (AIJ) form, provided in the proposal template, regardless of whether the proposal includes live animal involvement.
- G. Recombinant DNA/Biohazards (no page limit): Applicants using recombinant DNA techniques must confirm that they have complied with National Institutes of Health guidelines for this technology and that they have approval from their institution's Biological Safety Committee to conduct the proposed research if it is funded. Also indicate any other potential biosafety concerns, including the use of radiation.
- H. Facilities and Equipment (one-page limit): Availability of necessary facilities and equipment to complete the proposed study should be documented. Include any approved or pending permits to conduct the proposed work. 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.
- I. Cited References (two-page limit): Include complete citations referenced numerically in the body of the proposal.
- J. Budget (one-page limit): Use the template provided. Include annual subtotals and grand totals in all applicable fields. All funds must be stated in U.S. dollars.
- i. Amount: The budget cannot exceed \$52,500 CAD (est. \$41,777 USD). Indirect costs are not permitted.
  - ii. Duration: Maximum study duration is three years.
  - iii. Budget Limitations:
    - 1. Equipment: Requests for equipment purchases may not exceed \$5,000.
    - 2. Tuition: Morris Animal Foundation does not pay for tuition.
    - 3. Salary:
      - Full-Time Positions: Salary requests for applicants in full-time employment in academic or non-academic settings will not be approved.
      - Less than Full-Time Positions: Salary requests for time spent on the project are permitted, but must be clearly defined and include the percent appointment and other current salary support.
      - Technicians, Residents, Fellows and Students: Salary requests are permitted, but must be clearly defined and must include percent time commitment.
    - 4. Travel: Travel expenses required to complete the project should be clearly justified. Journeys must be essential and minimized to limit carbon impact. Resources or

activities that provide alternatives to travel are preferred. Possible ongoing disruptions to travel due to COVID-19 should be considered. Requests for travel to scientific or stakeholder meetings may not exceed \$2,000.

- K. Budget Justification and Timeline Summary (two-page limit): Please use a timetable to summarize your estimated completion of project objectives. A timetable example appears in the [proposal template](#). Ensure that your timeline reflects a stakeholder engagement strategy, showing how stakeholders will be engaged at all stages of the project implementation (before commencement, during the project and after the completion of the project).
- L. Current and Pending Support (no page limit): Only include financial support (e.g., federal, nonfederal, commercial, institutional) currently available in support of the Principal Investigator and co-investigators' research programs. **Overlap, whether scientific, budgetary or commitment of an individual's effort greater than 100%, is not permitted.** Further submissions to other funding sources should not duplicate this project unless we have officially declined to fund it. Please contact [grantapplications@morrisanimalfoundation.org](mailto:grantapplications@morrisanimalfoundation.org) should you require further clarification. Provide the following information for all current and pending support:
- i. Project ID
  - ii. Funding Source
  - iii. Project Title
  - iv. Brief summary of the objectives
  - v. Budget: In the case of an active project, provide the budget. For a pending project, provide the proposed budget.
  - vi. Timeline: In the case of an active project, provide start date and projected end date. For a pending project, provide the anticipated start and end dates.
  - vii. Independence: Indicate why there is no overlap with the proposed project regarding the science, budget or committed effort.
- M. Biographical Data (two-page limit per individual): For each Principal Investigator and co-investigator provide the following information:
- i. Name
  - ii. Position/Role on this project.
  - iii. Current Position (title, name, and address of institution).
  - iv. Education/Training (degrees, institution, year of graduation, field of study).
  - v. Previous Positions and Honors (include membership on any advisory committees).
  - vi. Selected Peer-Reviewed Publications (include titles, all authors, and complete reference).
- N. Letters of Support: Include support letters from all collaborators. All letters should be on institutional letterhead with a two-page limit per letter.