**A. Title Page** (one-page limit): Include the proposal title and the name, institution, and email address for the PI and all Co-PIs, Co-Is, or Mentors.

**B. Project Summary** (four -page limit) Tip: Review the instructions in the proposal guidelines and work closely with your mentor to complete this section.

**i. Project Overview:**

* **Lay Language Summary (2,000 character limit)**
* **Problem Description and Significance**
* **Hypothesis and Objectives**
* **Study Design and Methods**

**ii. Potential Impact for Animal Health:**

**iii. Student’s Role:**

**iv. Career Vision:**

**C. Cited References: (one page limit)**

**D.**  **Animal Involvement Justification Form.** Tip: complete all subsections; leaving a section blank may result in a decline.

​​Morris Animal Foundation (MAF) is dedicated to funding scientifically sound, relevant, and humane studies that improve the health and well-being of animals.​All studies receiving funding must adhere to [MAF’s Health Study Policy for Animals Involved in Research](https://www.morrisanimalfoundation.org/sites/default/files/filesync/Health-Study-Policy.pdf), which was written to ensure that every animal involved in a MAF funded health study receives excellent, compassionate care throughout the study. Please review MAF’s Health Study Policy prior to filling out this form.There is a need to demonstrate that researchers have considered animal welfare and sentience at every step of the research process.

​​​All proposals that are recommended for funding by the relevant Scientific Advisory Board (SAB) will be reviewed by the Foundation’s Animal Welfare Advisory Board (AWAB) for adherence to the Health Study Policy. Please provide sufficient detail that will enable AWAB to fully understand animal involvement throughout the study. If insufficient information is provided, the proposal will be sent back to the applicant with requests for further details. **The proposal must obtain AWAB approval to receive funding.** ​​

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**Note: This form must be completed in its entirety at the time of submission. Incomplete forms and any missing required attached documents may result in disqualification of the proposal.** ​Please translate any attached documents into English where relevant.​

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1. ​​​ Will live animals be involved at any time during this study? This includes animal observation and non-invasively collected samples (i.e. freshly defecated fecal) OR samples being collected prospectively for use in THIS study, even if being done at another site/facility. (yes/no)?              If ‘no,’ please proceed to Question #2. ​​

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* 1. If not already discussed in Methods, please explain or elaborate upon procedures or treatments that animals will undergo during the course of the study. Describe, in detail, how any procedures that have the potential to cause stress, pain, injury, or disease, will be addressed to optimize animal welfare, taking into consideration analgesia, anesthesia, low-stress handling, and best veterinary practices.​​
	2. ​​If this study induces or has the potential to induce disease, injury, pain, or distress in animals, ​​ justify that no alternative can be used to accomplish study objectives. ​​
	3. ​​​​Does this study involve institutionally-owned-or organization-owned animals (Note that this includes samples purchased from a 3rd party vendor)?  (yes/no)? ​​ If ‘no,’ please proceed to Question #1d.
		1. Please describe the environment and housing conditions in which they will live throughout the duration of the study, including enrichment, socialization, exercise, veterinary care, etc.  Please provide concrete information; noting specific accreditation (e.g. AAALAC, ILAR) only will not constitute adequate information.

* + 1. Please describe any previous animal use for the proposed study animals within the past 12 months, if any?​​​
	1. Please explain or elaborate upon expected outcomes for the animals involved in the proposed study. In other words, explain what happens to each animal at the end of this study.​​
	2. Does this study involve client-owned animals (yes/no)?           ​​
		1. ​​​​If yes, please describe how informed client consent will be obtained.

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* + 1. **​Attach a copy of the client consent form** to this proposal.    NOTE: lack of attaching client consent form will render this form incomplete.
	1. For observational or non-invasive sample collection studies please outline potential impacts to the animals in question and how these impacts will be mitigated.
	2. Morris Animal Foundation considers euthanasia acceptable when an animal develops unanticipated illness or injury that results in pain and suffering that cannot be alleviated with standard veterinary interventions.  Please describe your protocol should this occur.  ​​​
1. ​​​ Does this study use (1) previously collected archived samples, (2) immortalized cell lines, or (3) samples obtained opportunistically from animals that die or are euthanized for reasons unrelated to the current study?  ​(yes/no)? ​If ‘no,’ please proceed to Question #3​​

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1. ​​​Please elaborate on the source of the samples and under what conditions they were obtained, (e.g., during diagnostics, treatment, euthanasia).​​

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1. ​​​Were samples collected from client-owned animals (yes/no)?           ​​

​​​​​￼ ​If yes, **please attach a copy of the client consent form** to obtain samples to this proposal.

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1. ​ If the origin of samples and the animal welfare considerations at the time of collection is uncertain, please justify the importance of using these samples or cell lines.

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1. ​​​ If this study is data-based and involves a retrospective review of records, a survey-questionnaire, or something similar, please indicate your facility’s Institutional Review Board (IRB) review process and when consideration will be sought for this study. ​Please note that documentation of approval or consideration and exemption will be required before funding can be awarded.​ If ‘no,’ please​​ write N/A ​​ and proceed to Question #4.​​

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1. ​​Describe the potential benefits of this study (i.e. the fact that the disease/condition to be studied is of such significance for improving the health of the species) weighed against the potential harms to the animals involved in this study.  Please note MAF’s new statement on animal sentience and take this into account in your answer.

**​**​

1. List the ​[USDA category](https://www.morrisanimalfoundation.org/sites/default/files/files/2018-12/USDA-Pain-and-Distress-Categories.pdf)​ (B, C, D, E) for pain and distress. This [link](https://www.aphis.usda.gov/sites/default/files/ac-tech-note-categorizing-animal-pain-or-distress.pdf) provides guidance and examples to select the correct USDA category.   ​​￼​For studies using archived samples please select​ the USDA category pertaining to previous animal involvement, which yielded sample collection: \_\_\_\_\_ **Attention: “N/A” will not suffice as a selection.**

1. ​​​ State the status of your IACUC​ or other welfare/ethics committee​ approval​ or exemption (pending, finalized, not submitted, etc.)​. ​Please note that all documents (IACUC protocol and approval, documentation of IACUC exemption) will be required before funding can be awarded.​ If biological or archived samples will be utilized, ​​documentation of IACUC approval/exemption will also be required.

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1. ​For wildlife studies, please list any required government or agency permits and their approval status.  Please note that ​copies of all permits will be required before funding can be awarded. If biological or archived samples will be utilized, ​￼​documentation of any relevant permits for original sample collection, will also be required.  ​Please translate documents into English where relevant.​      ​​​

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**E. Institutional Letter:** A letter from the institution providing a statement of the student’s good standing in the professional curriculum

**F. Mentor Letter** (two-page limit per mentor)

i. Address the student’s accomplishments, perceived strengths, motivation, academic abilities and potential as a future veterinary researcher.

ii. Describe the research project and the student’s specific role in the study, including specific skills to be learned.

iii. Describe mentor’s current relationship with the student and the mentoring and training plan for this project.

iv. Describe the research environment with regards to mentor qualifications, facilities, laboratory space, field research, etc.

**G. Student Biosketch** (two-page limit)