



WINN FELINE FOUNDATION

For the Health and Well-being of All Cats

2019 Winn Grant Review Proposal Checklist

GENERAL INFORMATION REGARDING CHECKLIST:

Winn Feline Foundation advances feline health by supporting research and education.

Winn Feline Foundation is a non-profit, charitable organization that funds research into health issues affecting cats.

Winn is dedicated to providing an independent and comprehensive review of all research grant proposals submitted to the Foundation for each grant cycle. Winn has established a process over its 50-year history that is well-respected for its science-based structure, humane guidelines and the consideration of clinical practice benefits to all cats.

• **Please Note:** Studies applicable to all cats and all aspects pertaining to feline health are encouraged. Winn Feline Foundation also has dedicated funds for special health areas of interest for study.

• **Eligibility:** Applicants may be faculty veterinarians, post-doctoral fellows, practicing veterinarians or veterinary students. PhDs in other scientific and medical specialties are eligible to apply for Winn grants though they may wish to collaborate with researchers and clinical scientists in the veterinary medical field. Candidates for the two New Feline Investigator Grant awards must be in a DVM/PhD program pathway at a college or school of veterinary medicine which currently applies for grants from Winn along with having an interest and working in feline health research. Winn encourages any questions regarding eligibility to be sent to grants@winnfelinefoundation.org.

Winn Feline Foundation encourages investigators who are new to writing grant proposals to collaborate with established researchers and investigators in the feline health area related to their proposed project. This form of collaboration will enhance skills in grant writing, study design development and appropriate use of statistics to create a project that will better benefit all cats.

CHECKLIST FOR PROPOSAL SUBMISSION:

Summary Guidelines (Every copy of the proposal must include the following information in order):

I. Cover Page (maximum one page):

You **MUST** use the cover page template located in the grants (process/application forms) section at www.winnfelinefoundation.org.

1. Title of the proposed study.
2. Name, institution, email, and regular mailing address of all primary investigators and a list of co-investigators.
3. Agency/Institution, mailing address, institution's EIN Number (US applicants only), grant administrator name/email for the agency to which the grant would be payable.
4. Amount requested.
5. Signature of the principal investigator and appropriate grant administrator.

Applying for appropriate grant cycle (Miller Trust, Winn, or a Special Grant Review).

Checked the appropriate box if a New Feline Investigator Award

___ Section completed and reviewed.

II. Scientific Summary (maximum 250 words):

A scientific abstract suitable for veterinary journals that describes the purpose and background of the study.

___ Section completed and reviewed.



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III. Lay-language Abstract (maximum 250 words):

A simple non-technical language abstract for use in Winn Feline Foundation's press releases, newsletters and website geared towards the public must be included.

___ Section completed and reviewed.

IV. Continuation Studies (maximum 3 pages):

If the proposal is a continuation of a prior Winn funded study, include a progress report of this earlier study.

___ Section completed and reviewed.

V. Study Proposal (maximum 3 pages, not including references):

1. Background (including preliminary data) which clearly address study objectives and hypotheses.
2. Include precise reasons for experimental design, number of animals needed, expected outcome, possible limitations to study and alternative approaches. Recommendations to improve study design: aims would benefit a larger number of cats compared to a small group of cats ("think globally but act locally" concept). It is important to have positive and negative controls in the study unless the study is primarily surveillance and even then, one can survey select populations. Consider comparing and contrasting different age groups, management techniques, etc. Develop hypothesis and communicate clearly.
3. It is highly recommended that a statistician be consulted during the design of the study. A thorough description of data analysis must be included in the methods section, including sample size calculations. For power analysis, describe how it was performed and reference the data used for assumptions in the analysis.
4. Applicants using client-owned animals must document that the institutional case load is adequate to provide the number of animals per year needed to complete the study as proposed. This is one of the most challenging areas for studies.
5. A table with the proposal abbreviations and definitions/meanings is recommended. A template is available for download.

___ Completed and reviewed.

VI. Timeline (maximum one page): Provide a detailed estimate of time to complete work. (Templates provided to download.)

___ Completed and reviewed.

VII. Itemized Budget with justification (maximum one page):

The final numbers on the budget page must match the amount requested on the cover page. Include a list of any other current sources of funding and/or related grants requested. (Budget template is provided to download.)

Applicant must provide an estimate on how much time each investigator will spend on the project, as well as their role. Indicate and justify a percent effort on this grant for all individuals, such as technicians, graduate students, etc. for whom funds are requested.

The Foundation does not fund salaries of principal/co-investigators, major equipment expenditures, travel, publication or indirect costs. Salaries, supplies, and animal care costs not justified may be deleted from the budget.

___ Completed and reviewed.

VIII. Animal Involvement Justification:

1. Studies must meet stringent humane standards of care when animals are involved. Download the Winn Humane Use of Animals Guidelines (Please note: Revised March 2015) for additional information at www.winnfelinefoundation.org.
2. If applicable, provide a description of the animal care unit at the investigator's facility, including certifications held (such as IACUC guidelines), and plans for maintenance of animals during and after the study (maximum 1 page). Humane treatment of animals is of utmost importance to Winn Feline Foundation and will be reviewed closely.

___ Completed and reviewed. Read a copy of the Winn Humane Use of Animal Guidelines.



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IX. References (maximum 2 pages):

Include complete pertinent literature references. All references should include full citations including titles.

___ Completed and reviewed.

X. Curriculum Vitae (maximum 2 pages each): Provide for every primary investigator.

___ Completed and reviewed.

XI. Consent Forms and Questionnaires:

If applicable, studies requiring client consent or questionnaires must include the proposed consent form and questionnaires as examples.

___ Completed and reviewed.

XII. Submission of the electronic proposal as ONE complete Microsoft Word document to grants@winnfelinefoundation.org by the deadline provided by Winn Feline Foundation.

___ Completed and reviewed.

RESOURCES AVAILABLE FOR GRANTWRITING SUPPORT

Four examples are available upon request of research proposals that were approved for funding in prior years. All projects have been completed and the studies published in peer-reviewed veterinary publications.

Ten journal articles (JAVMA, JAAHA, etc.) related to research study design, statistics and grant writing are available upon request to Winn.

Templates are available to download for Budgets, Timelines and Abbreviations: Definitions/meanings.

Winn is working on development of a Webinar for viewing on grant writing and project development skills.

An online handout developed by the University of North Carolina-Chapel Hill with advice on grant proposal writing:
<https://writingcenter.unc.edu/tips-and-tools/grant-proposals-or-give-me-the-money/>

Another online handout: Planning and writing a grant proposal: The Basics.
<https://writing.wisc.edu/Handbook/Grants.html>

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**** Winn encourages any questions regarding grant proposals and/or grant writing guidance to be sent to grants@winnfelinefoundation.org.**