

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. For drug studies, state status, availability, and requested manufacturer support. If the proposal involves the use of a new or newly applied pharmaceutical, justification of the dose and dosing schema is essential.

9. **Timetable:** Indicate sequence and schedule of experiments for the total project, and duration of project (one year, two years, etc.). A maximum of five years is permitted, subject to annual review. Approval of multiple-year projects does not necessarily guarantee funding beyond the first year. Please evaluate your timetable carefully. The Foundation needs to see a decrease in the high number of no-cost extensions being requested. One-half of the last quarterly payment of all grants will be withheld pending submission and review of the final report.
10. Indicate if this proposal is a resubmission within the last three years. Yes or No. If yes, attach as an addendum, a copy of the proposal review plus your response to the review and evaluator suggestions. Your response to the previous review will not count against the 14 page limit. However, it should not exceed 3 double spaced pages. This addendum should be placed under numeral XIV.
11. Indicate if this proposal is a continuation of a previous MAF grant. Yes or No. If yes, attach as an addendum, a copy of the final report or most recent progress report. This addendum should be placed under numeral XIV.

The remainder of the proposal may be single-spaced.

**III. Humane Treatment of Animals:** If there are no live animals used in the study please indicate so. If live animals are used, procedures must assure humane treatment of animals and how suffering will be alleviated. A proposal must contain evidence that it has been submitted to the University Animal Care and Use Committee and the proposal must be approved before the project is funded. Please have approval notice sent to the Foundation by September 1. A proposal can be rejected if there is not sufficient evidence of amelioration of animal suffering. Prior to any health study, using client-owned animals, ACUC approval, as well as written consent of the owner, must be obtained. The protocol for client-owned animals must be approved by the appropriate peer review committee before the project is funded. A sample informed client consent form must be attached to proposal. A suggested list of items to be considered in an informed client consent form is enclosed.

**IV. Recombinant DNA:** Applicants using recombinant DNA techniques must indicate that they have complied with NIH guidelines relative to this technology and that they have approval from the Biological Safety Committee of their institution to conduct the proposed research if it is funded.

**V. Facilities & Equipment:** Availability of necessary facilities and equipment to complete the proposed study should be documented. If more than one institution is involved, a letter of willingness to collaborate must be attached from the outside institution(s).

**VI. Cited References:** Include article titles, and list all authors.

**VII. Budget** (by year and total, see sample table enclosed): Pilot studies will be limited to \$7,500.00 for one year. Indicate only amounts requested from MAF. If you wish to indicate the institutional costs for this project, itemize them separately on a second budget page, but make sure the two budget pages are clearly identified. In the case of multiple-year projects, the budget should show expenses for each year. Commitment of funding beyond any previous year is based on satisfactory progress and availability of funds. MAF does not pay for capital equipment, travel to scientific meetings, or faculty salaries. Partial labor support may be provided for a technician, resident, graduate student or other non-technical teaching staff. MAF funds are not used for educational expenses such as tuition. The Foundation allows up to 8% of the yearly budget to be applied to indirect costs, if your institution charges for these costs. If your institution charges less than 8%, you may only claim the lower percentage. Morris Animal Foundation believes that it is entitled to share in the net revenues of any invention resulting from this study.