



Sir James Dunn Animal Welfare Centre
ATLANTIC VETERINARY COLLEGE • UNIVERSITY OF PRINCE EDWARD ISLAND

www.upei.ca/awc

Sir James Dunn Animal Welfare Centre Grants Program 2025 GUIDELINES

Notice of Intent (NOI) Deadline: September 11, 2024, 3:00 p.m.

Application Deadline: October 16, 2024, 3:00 p.m.

Through the generosity of the Christofor Foundation, the Sir James Dunn Animal Welfare Centre (SJDAWC) provides funding to support animal welfare projects at the Atlantic Veterinary College (AVC). Please read these guidelines carefully before applying and reach out Sir James Dunn Animal Welfare Centre Administrative Assistant (animalwelfare@upei.ca) with questions.

I. HOW TO APPLY

1. Applicants must use forms available on our website (<https://awc.upei.ca/grant-competition/>).
2. Applicants must submit a Notice of Intent (NOI) before applying for a SJDAWC grant using the form available on our website (<https://awc.upei.ca/grant-competition/>). Applications submitted without a NOI will not be considered and will need to be resubmitted the following year.
3. NOIs and full applications can be sent to animalwelfare@upei.ca
 - Please submit one electronic copy of the NOI:
 - 1) One copy in the Word application form.
 - Please submit two electronic copies of the full application:
 - 1) One copy in the Word application form.
 - 2) One copy with signatures (electronic signatures or printed, scanned, and emailed).
4. You will receive a confirmation email within two business days after submitting the NOI and application. If you do not receive a confirmation email, please follow up by email.

II. GOAL AND PRIORITIES

The goal of the SJDAWC funding is to support AVC faculty engagement in research, service, and integrated projects that aim to directly or indirectly improve the welfare of animals.

The priorities of these grants are to:

1. *Support projects that are highly relevant to animal welfare.*
 - Applications must include clear relevance to animal welfare.
 - Animal welfare has both scientific and ethical dimensions. For this program, a range of methods can be used. However, the objective of the project must be directed towards improving the quality of life experienced by animals as reflected by their mental states.
 - Projects should be likely to lead to significant advances in their topic area.
 - The animal welfare issue addressed should be timely, severe and/or significant.

2. *Support high-quality projects with clear and attainable objectives.*

- The long-term goal(s) and short-term objective(s) of the project should be clearly described and attainable.
- The animal welfare methodology should be explained and appropriate.
- Plans for the dissemination of project outcomes (including one or more peer-reviewed publications for Research or Integrated projects) should be clearly described.
- Investigators are strongly encouraged to include undergraduate, veterinary, and graduate students in their projects.
- Special consideration will be given to exploratory projects that are highly innovative.

III. ELIGIBILITY INFORMATION

1. The Principal Investigator (PI) must be a full or part-time UPEI employee with their primary academic appointment within AVC. The PI must be a faculty member, research scientist, or research associate.
2. Projects must be conducted in accordance with the guidelines of the Canadian Council on Animal Care (Categories A to D), and/or the Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans (TCPS 2).

IV. PROJECT TYPES

1. **Research Projects**

Research projects can include animal welfare outcomes related to both the natural and social sciences.

- a. Budgets must not exceed **\$100,000 total** for projects of up to 3 years (non-renewable)
- b. Examples of potential research projects include, but are not limited to:
 - Novel methods for assessing or relieving pain and/or distress in animals.
 - Using behavioural, physiological, health/pathological and/or psychological studies to improve animal experiences, housing, and management.
 - Developing innovative alternatives to replace, reduce or refine the use of animals in research or teaching.
 - Social science research to understand diverse perspectives about animal welfare that can be used to improve animal welfare.
 - Epidemiological studies used to identify risk factors for animal welfare outcomes.

2. **Service Projects**

Service projects provide service to the community to help resolve an animal welfare-related problem. Service projects must include community engagement and should be designed to produce outcomes (e.g., publications, or other forms of dissemination) that can provide lasting benefits for animal welfare. These projects do not normally include graduate student stipends; however, investigators are strongly encouraged to include veterinary students in their projects.

- a. Budgets must not exceed **\$25,000 total** for projects of up to 1 year (renewable)
- b. Service projects may include, but are not limited to:
 - Activities that directly relieve pain, suffering and/or distress in vulnerable populations of animals
 - Engagement with community partners to create innovative learning experiences for students focused on animal welfare

3. Integrated Projects

Integrated projects include a combination of outcomes from research and service projects. These projects are designed to use resources available within service projects to generate research opportunities and outcomes. These projects will be multi-disciplinary in nature and will require teams with diverse expertise.

- a. Budgets must not exceed **\$100,000 total** for projects of up to 3 years (renewable)
- b. Integrated projects may include, but are not limited to:
 - Activities that directly relieve pain, suffering and/or distress in vulnerable populations of animals and measure relevant animal welfare outcomes from those activities
 - Engagement with community partners to create innovative learning experiences for students and measure student learning outcomes from those experiences that have the potential to provide lasting benefits for animal welfare

V. APPLICATION INFORMATION

1. Notice of Intent (NOI)

- a. Applicants must submit an NOI before applying for a SJDAWC grant using the form available on our website (<https://awc.upei.ca/grant-competition>).
- b. **Purpose:** NOIs will be used to identify reviewers to evaluate the applications.
- c. **NOI Summary:** The NOI must include the project type (research, service, or integrated) and a summary of the proposed project. Summaries should be no more than 250 words and use language suitable for academics from a range of disciplines. Summaries must include the proposed project goal(s) and anticipated objectives, general approach that would be used to accomplish the project goal(s), and a description of the relevance of the project to animal welfare.
- d. **External Reviewers:** Please include at least three names and email addresses of external reviewers who do not have a conflict of interest with the applicant(s). PIs can refer to the UPEI Policy on Conflict of Interest for guidance when choosing suitable reviewers (https://files.upei.ca/policy/conflict_of_interest_policy_govbrdgnl0018.pdf). If applying for a grant two years in a row, please do not use the same suggested external reviewers.

2. Application Information

- a. Applicants must use the SJDAWC grant application form available on our website (<https://awc.upei.ca/grant-competition>).
- b. **Format:** Applications should be in 11-point Arial font, single-spaced and no more than 6 lines per inch. Applications lacking any of the required information or that fail to meet the stated page limits, line spacing, or font size may not be eligible for funding.
- c. **Signatures:**
 - Department Chair: All applicants must get approval from their Department Chair before submitting the application. Applicants are strongly encouraged to schedule a meeting

- with their Chair to review the application before submission.
- **Veterinary Teaching Hospital (VTH) Director:** Applicants planning to use any hospital resource for their project must get approval from the VTH Director or designate. Applicants using hospital resources must meet and discuss their applications with the VTH Director well in advance of the grant deadline.
- d. **Lay Summary:** Lay summaries should be no more than 150 words and use language suitable for a layperson. The summary should include the overall project goal(s) and supporting objectives, the general approach to accomplish the project goal(s), and the relevance of the project to animal welfare.
- e. **Budget:** Projects can include funding for all necessary costs, including student funding. Please consider the following when creating your budget:
- **Graduate student funding:** Funding to support graduate student stipends and tuition can be included in proposals. Investigators are encouraged to use stipend amounts recommended by AVC's Graduate Studies and Research.
 - **Equipment:** Equipment purchases will be considered if use of the equipment is an integral part of the project and is not presently available.
 - **Personnel:** Funding for personnel (other than graduate students) will be considered if it is central to the project, including technical support. Under normal circumstances, faculty investigators will not be compensated.
 - **Administrative costs:** Funding will not be provided for administrative costs.
 - **Indirect costs:** Funding will not be provided for indirect costs.
- f. **Proposal:** Proposals must be no more than 5 pages (references are not included in the 5-page limit) and succinctly describe the proposed project, including the following sections:
- **Present state of knowledge:** Include a brief background about the topic, including the relevance to animal welfare and the specific gaps that the project will address.
 - **Project goal(s) and supporting objectives:** Include a detailed description of the project goal(s) and objectives, including hypotheses where relevant. A goal is the outcome you intend to achieve. Objectives are the implementation steps to achieve the goal(s) and should be specific and measurable. Integrated grants must have clear objectives for both the research and service portions of the project.
 - **Significance to animal welfare:** The impact of the project on animal welfare must be clearly described in the proposal.
 - **Project design and methodology used to assess animal welfare:** Include a description of the project's activities, outcomes, and specific methodology to assess animal welfare. For example, the methodology may include assessments of animal-based outcomes, identification of risk factors for animal welfare issues, direct intervention with a vulnerable population of animals, assessments of stakeholder perspectives of welfare, models to replace animals, or other approaches relevant to animal welfare. For statistics help, please contact Dr. Henrik Stryhn (hstryhn@upei.ca). Integrated grants must include methods for both the research and service portions of the project.
 - **Project timeline:** Include a timeline with clear milestones, including a time period when each objective is expected to be met.
 - **Mitigating animal suffering or harm (optional):** Where applicable, include any measures taken to reduce any potential animal suffering or harm caused by the study methodology.

- Plans for training and information dissemination: Proposal should include a description of anticipated training and dissemination, including one or more of the following: 1) publication(s) in a refereed scientific journal(s) (at least one peer-reviewed publication is required for Research and Integrated proposals), 2) presentations at conferences, 3) publications or other material used for education of students, veterinarians, animal owners, producers, or the public, 4) training of veterinary or graduate students.
- Expertise and roles of project team: Explain how each person on the team will contribute to the project. Research and Integrated proposals should include a summary of expertise that each investigator will contribute to the project. Up to 2-3 peer-reviewed publications can be listed as supporting evidence. Full citations for these publications can be included in the reference list. Service proposals should include a summary of expertise for each investigator, including relevant peer-reviewed publications (if applicable), clinical experience, or other expertise relevant to the proposed project.
- Plans for community engagement (Service and Integrated proposals only): Include plans for community engagement related to the project. Community engagement includes the collaboration between AVC and the broader community (local, regional, national, or global) for the mutually beneficial exchange of knowledge and resources. This exchange should be two-way, including ways in which the community is gaining and what the students and/or investigators are gaining from this project.
- Outcomes from previous SJDAWC-funded projects (1 extra page for a total of 6 pages): For Research or Integrated proposals where the Principal Investigator has completed a previous SJDAWC-funded project, provide a list of peer-reviewed publications that were outcomes of these projects. Also include a summary of students or other highly qualified personnel (HQP) trained as part of these projects, and a description of how the proposed project fits with the larger goal of this previous work (if applicable). Investigators applying for renewed funding for Service or Integrated projects must include how the previous project met its objectives and evidence of education/information dissemination that was generated by the previous funding. Note: Investigators without previous SJDAWC funding will not be penalized for leaving this section blank.
- References: Please include references at the end of the proposal. References are not included in the 5-page limit.

VI. APPLICATION REVIEW CRITERIA

1. Review process

- a. The grant review process will be overseen by the SJDAWC Management Board (MB) who will be advised by committees formed to review and rank of the proposals. These committees will include members with relevant expertise and would normally be comprised of one or more members from each of the 4 departments at AVC, one or more members from the SJDAWC Management Board and a committee Chair. The research ad hoc committee will also normally include at least one member external to AVC and the AVC GSR Associate Dean.
- b. Project proposals may be reviewed externally by researcher(s) with relevant expertise.
- c. Research and integrated projects will be reviewed for study design and methodology by one or more members of the AVC or UPEI community with relevant expertise.

2. Evaluation criteria

Applications will be evaluated in two core areas: 1) relevance to animal welfare, and 2) the merit of the proposal. Investigators are strongly encouraged to review the Evaluation Rubric provided

on our website (<https://awc.upei.ca/grant-competition>). The expertise of the team will also be evaluated to allow for the committee to provide feedback to enhance the team's ability to conduct the proposed project.

VII. POST-AWARD INFORMATION

1. Release of funding

- a. Successful applicants may apply for the release of funding starting March 1st of the given year of the award or anytime later in the year provided all the appropriate certifications (Animal Care, Biosafety, Human Ethics) have been approved.

2. Reporting

- a. Successful applicants are expected to provide concise annual progress reports towards achieving their proposed objectives and outcomes, a list of publications arising from the funding and a final report at the end of the project. Failure to submit a report may result in the Principal Investigator being declared ineligible for subsequent internal competitions and not receiving subsequent installments.

3. Problems arising post-award

- a. If problems are encountered with a SJDAWC-funded project and modification of the objectives of the project are proposed, these problems together with the proposed changes must be reported in a progress report: <https://awc.upei.ca/sjdawc-grant-post-award-forms/>.
- b. Progress reports are normally due in December each year. However, if a problem arises earlier in the year, investigators must submit a progress report as soon as possible to request approval for the proposed changes.
- c. Major changes to projects will require SJDAWC Management Board approval.

4. Unexpended funds

- a. At the conclusion of any project, including research, integrated and service, unexpended funds must be returned to the SJDAWC. This includes integrated and service projects that are successfully renewed; unexpended funds from the previous grant must be returned to the SJDAWC before new funds are released.

5. Extensions

- a. 1-year extension of grant: In some circumstances, an extension of up to one year after the end date of the grant is allowable. If an extension is granted, a progress report will be due in lieu of a final report. Final reports will be due once the project is completed. Any residual funds left in the account after the extension will be returned to the SJDAWC. If a second grant extension is required, the same process is followed as above.
- b. Information dissemination extension: It is possible to extend funds for publication costs up to two years after the end date of the grant. Final reports are still due by the original due date. Any residual funds left in the account after the two-year extension will be returned to the SJDAWC; no further extensions will be given.
- c. Requests for extensions must be included in a progress report or submitted using an "SJDAWC Extension Form" (if there is no progress report due within 2 months) found on our website no later than 2 months before the grant expires: <https://awc.upei.ca/sjdawc-grant-post-award-forms/>.
- d. Extension requests may be subject to SJDAWC Management Board approval.

VIII. CHECKLIST FOR SJDAWC GRANT FULL APPLICATION SUBMISSION

Completed
(✓)

<input type="checkbox"/>	NOI submitted by deadline
<input type="checkbox"/>	Eligibility criteria are met (section III)
<input type="checkbox"/>	Formatting requirements for Application Form are met (section V.2.b)
<input type="checkbox"/>	The lay summary includes clear relevance to animal welfare
<input type="checkbox"/>	Project goal(s) and objective(s) are clearly stated, including hypotheses where relevant
<input type="checkbox"/>	Statistical methods are described (Research and Integrated project types)
<input type="checkbox"/>	Methodology is relevant to animal welfare
<input type="checkbox"/>	A timeline is included with milestones related to objectives
<input type="checkbox"/>	Plans for dissemination are stated, including at least one peer-reviewed manuscript for Research and Integrated projects, and one publication (or other) for Service projects
<input type="checkbox"/>	A description of the research team is provided, including examples for each investigator of related published work
<input type="checkbox"/>	For renewed Service projects, a description of the previous project's objectives and animal numbers is included (Service and Integrated projects)
<input type="checkbox"/>	For Research projects where the PI has had previous SJDAWC funding, a summary of outcomes from these projects are included
<input type="checkbox"/>	References are cited in the text as well as in the reference list
<input type="checkbox"/>	All budget calculations are correct, and justification is provided for each item
<input type="checkbox"/>	Signatures from the PI and Chair of the PI's department are included
<input type="checkbox"/>	Signature from the VTH Director or designate is included if using any hospital resources
<input type="checkbox"/>	Sent two electronic copies of the application to animalwelfare@upei.ca . You will receive a confirmation email within two business days after submitting the application. If you do not receive an email confirmation, please follow up by email.