



GRANT APPLICATION INSTRUCTIONS

The Grayson-Jockey Club Research Foundation, Inc. supports research relevant to equine health and performance.

Although there are no limits on the dollar amount that may be awarded, applicants are advised that in recent years the Foundation has awarded over \$1 million annually. An average amount funded during the past five years has been \$98,500 per grant.

PRINCIPAL INVESTIGATORS are generally limited to the submission of one application each year. The Principal investigator should have some professorial rank and salary provided from the institution involved, or hold some grade of Research Professorship with salary from the institution. Salary and Fringe benefits should not be allocated for the Principal Investigator, Co- Investigators, and faculty of the applicant institution and/or any collaborating institution(s).

The Grant Applications serves as contract. It is understood and agreed by all the undersigned if the application is approved, and a grant made, it will be according to the terms of the project application and to the stipulations set forth in the accompanying instructions, and conditions of grants that will be and are herewith made a part of the grant agreement.

All applicants must comply with the following regulations pertaining to animal use in the proposed study.

The following statement was adopted by the Board of Directors of the Grayson-Jockey Club Research Foundation, Inc., on November 11, 1990, and therefore is the official policy of the Foundation:

"The Grayson-Jockey Club Research Foundation's official policy on humane care and use of vertebrate animals shall require that grant applications for research employing such animals be accompanied by a letter stating that the INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE has reviewed and approved the research project for funding as requested. Grant proposals may be reviewed prior to receipt of such statement by the Foundation's Research Advisory Committee, but funds will not be awarded without a letter signed by an individual qualified and authorized to represent the application institution."

First time users will need to register online at the link below:

https://www.grayson-jockeyclub.org/application/gjcrf_application.asp

If you already have a user name and password, please note your existing login will only be valid for one application in the current funding year.

Once you have registered your information will be retained each time you log in. You will be able to edit your application up to the date you choose to submit your application. No information can be changed after the deadline date of October 1st (or the first Business day of October should the first fall on the weekend) at 5:00 PM EST. If you have questions you may contact Grayson-Jockey Club Research Foundation, Inc. at (859) 224-2850 during office hours Monday-Friday, 8am to 5pm EST.

Please note: Be sure to click the UPDATE button on the bottom of each screen before leaving a page if you wish to save your work. You may access the signature page prior to submission, once you have a check mark in each VISITED field on the HOME page. You may make changes to any page prior to submission. Any page may be updated or changed prior to submission, but if you do not push update, then your work will not be saved. When you have completed all uploads, we recommend that you check the print

application and review the document for accuracy. The document you print is the document that we will receive. Any errors on that page should be corrected before submission. Once you have reviewed the final application, please be sure to save a pdf copy for your records before submission. Once you submit, you will no longer have access the application.

When the application is ready to submit, you will need to click on the SUBMIT button, which will take the applicant to the final page to be completed. This page will be the certification page which will require the signatures of both the grant applicant and the signature approval of the person authorized to act for applicant institution. (The certification page is available prior to your submission once at least one document has been uploaded to the pdf section.)

The Certified Signature Page needs to be sent to Grayson-Jockey Club Research Foundation, Inc. no later than the first full week of October by 5:00 PM EST. This can be done by fax at (859) 224-2853 or emailed to us at contactus@grayson-jockeyclub.org. Do not send any other pages of the application.

Once you have reviewed the application and printed all necessary documentation, you will then click the SUBMIT button at the bottom of the signature page to COMPLETE the submission.

Financial Notes:

*Salary and Fringe Benefits cannot be allocated for Principal Investigator(s) or faculty of the applicant or collaborating institution(s).

**The Foundation funds up to 10% for INDIRECT COSTS to an institution. 10% is NOT computed on any salary allocations.

Grants selected for funding will be paid in three installments for each funding year on the dates of April 1, August 1 and December 1 via ACH or wire when possible.

INSTRUCTIONS FOR PDFs

The remainder of your grant application will need to be uploaded as a pdf. Please follow the following instructions for each portion of the application. Failure to do so may forfeit your consideration for funding.

- For the (PDF) files you upload, it is recommended that use Arial font, in 11 point type, regular (not bold) type, with a page size of 8.5 x 11 inches. Upper and lower case in the body of the plan.
- The PDF version of the Research Plan may include graphics, tables and diagrams as needed.
- The file size should be less then then 3MB in size.
- NO URL links should appear anywhere in the application.
- If you upload a page in the application in the wrong area, you may upload a file to replace it. Should you have a section that you have no pdf to replace it with, please upload a BLANK pdf page to replace it.
- These pdfs will be merged into a final pdf of the entire grant application. **Failure to adhere to the size and page limitations will result in an error message and your application will be incomplete.**

RESEARCH PLAN

Complete research plan should be no more than 15 pages. *Reviewers will not read more than the designated number of pages.*

Your research plan should have the following headings; sub-headings may be used at your discretion.

- **Hypothesis**
- **First Hypothesis (H1)**
- **Second Hypothesis (H2)**
- **The Research Problem**
- **Preliminary Studies**
- **Experimental Methods**
- **Patient data**
- **Data analysis/Pictures**

1. Hypothesis, (H1,H2, etc.) with specific aims (A1, A2, etc.) and goals identified for each hypothesis.

It should be clear how each aim relates to the hypothesis, how they will be sequenced, and how they will relate to the overall industry problem. (1 page)

2. The Research Problem, its importance to the equine industry, and its impact on the equine industry. Cite existing work concerning the problem and the relevance of that work to this grant proposal.

(1-2 pages)

3. Preliminary Studies - If the proposed research will build on recent previous studies or if pilot projects have been completed for this application, summarize the findings and relate them to the proposed research. (0-3 pages)

4. Experimental Methods and Design, planned Data acquisition and evaluation, expected results if applicable, potential pitfalls and plans for dealing with them. (9-13 pages)

(Do not exceed 15 pages for items 1 thru 4)

If this is a re-submission of an earlier application, include at the beginning of this section changes made in response to the critique, not to exceed two pages. (UPLOAD a PDF of the original proposal & the critique involved- see page 1 of the Application). This will not affect the 15-page maximum for your Research Plan.

REFERENCES

Literature cited in proposal only. (1-3 pages).

APPENDIX

Include difficult to reproduce items such as color pictures if necessary or previously published articles by the investigators that have a direct relationship to this project. (3 pages maximum)

BIOGRAPHICAL SKETCHES

Give the following information for key professional on the List of Personnel beginning with the Principal Investigator. This information should include the following:

- **NAME** **TITLE** **BIRTHDATE** (mm/dd/yy)
- **EDUCATION**
Begin with baccalaureate or other initial professional education and include postdoctoral training
- **INSTITUTION AND LOCATION** **DEGREE** **YEAR CONFERRED** **FIELD OF STUDY**
- **RESEARCH AND/OR PROFESSIONAL EXPERIENCE** Concluding with present position, list in chronological order previous employment and experience.
- **PUBLICATIONS** - List the titles and complete references to all publications during the past three years and representative earlier publications pertinent to the application.

- **Research and/or Professional Experience**
- **Other Professional Employment**
- **Grants Received**
- **Books Authored or Co-Authored**

OTHER SUPPORT

Include all federal, non-federal, and institutional grant and contract support. If none, state "none". If any proposals/grants overlap, duplicate, or are being replaced or supplemented by the present application, delineate and justify the nature and extent of the scientific and budgetary overlaps or boundaries. Beginning with the Principal Investigator, complete the following for each of the professionals named in the biographical sketches.

- **ACTIVE SUPPORT**

- | | | |
|------------------------------|-----------------------------|--------------------------|
| ○ Investigator's Name | Entire Support Dates | Percent of Effort |
| ○ Source of Support | Annual Costs | |
| ○ Title of Support | | |
| ○ Overlap | | |

- **PENDING SUPPORT**

- | | | |
|------------------------------|-----------------------------|--------------------------|
| ○ Investigator's Name | Entire Support Dates | Percent of Effort |
| ○ Source of Support | Annual Costs | |
| ○ Title of Support | | |
| ○ Overlap | | |

RESOURCES AND ENVIRONMENT RELATIVE TO PROPOSAL FACILITIES

(1 page)

PROOFING

Once all pdf's have been uploaded, please proof the "PRINT" copy of the application to make sure the entire application has uploaded all documents successfully. A blank page error message is a warning that there is a problem with a pdf upload (either exceeding the size or page numbers allowed). **What you see on the final print copy is what will be received as your final application. Make corrections if needed before submitting.**

PLEASE FOLLOW THE DETAILED INSTRUCTIONS ON EACH PAGE OF THE APPLICATION.

The instructions on each page are part of the contract.

You may contact us at:

Grayson-Jockey Club Research Foundation

821 Corporate Drive

Lexington Kentucky 40503

859 224-2850 859 224-2853 fax

E-mail: contactus@grayson-jockeyclub.org