



Innovation Grant Application Form

Before completing the following application, carefully review the 'Guidelines and Information' and 'Application Checklist' documents at www.horsesandhumans.org.

A complete application packet includes:

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|-------------------------|--|
| I. Cover Page | VIII. Lay-language Abstract |
| II. Scientific Abstract | IX. Biographical Sketch of Principal Investigator |
| III. Need/Justification | X. Evidence of Compliance with Government Requirements |
| IV. Research Narrative | XI. Signed 'Conditions of Award' Form |
| V. Proposed Time Line | XII. Attachments |
| VI. Intent to Publish | |
| VII. Proposed Budget | |

Please no binding or stapling of materials. Incomplete applications will not be considered. Applications lacking any of the required materials are considered incomplete.

Applicants are required to use correct equine-assisted activities/therapies (EAA/T) terminology (available at horsesandhumans.org).

APPLICATIONS MUST BE SUBMITTED IN BOTH PAPER AND ELECTRONIC FORMATS. Email the completed application to info@horsesandhumans.org. The subject line of ALL emails should be the complete title of the application. Multiple attachments or emails *will* be accepted. Additionally, submit a paper version of the completed application (one complete set of all required paper work, with original signatures) to:

USPS (regular U.S. mail):
Horses & Humans Research Foundation
P.O. Box 23367
Chagrin Falls, OH 44022 USA

UPS/FEDEX:
Horses & Humans Research Foundation
15670 Chardon Windsor Rd
Huntsburg, OH 44046 USA

Horses and Humans Research Foundation (HHRF) must receive the completed application by the end of the business day on the established deadline (Should the deadline fall on a weekend or holiday, the due date is the closest **preceding** business day). The main contact listed on the application will be sent a notice (by email or mail) of receipt of their application within two weeks of the HHRF office receiving it. If the applicant does not receive such a confirmation, inquire at info@horsesandhumans.org.

HHRF Research Grant Application Cover Page

Title of Project:

Submission Date:

Principal Investigator Name and Title:

Contact Name and Title:

(NOTE: The contact person is the only person with whom HHRF will have direct contact. The contact person receives all letters and notification from the HHRF office.)

Institute:

Address (provide physical AND mailing addresses, if different):

Telephone Number:

FAX Number:

Email Address:

URL:

Primary focus area of the investigation (i.e. mental health, physical therapy, speech therapy, occupational therapy, education, recreation, the horse-human relationship):

Years and Titles of past HHRF Funding Applications:

Safety and quality standards for EAA/T:

Name(s) of personnel directly involved with any associated EAA/T:

Are all listed personnel certified to provide the activities? Yes No (If yes, please provide member numbers with each name)

Certifying organization's name, website and contact information, or evidence of equivalent standards adhered to (please attach explanation if necessary):

Site standards for EAA/T:

Is the site providing EAA/T programming accredited to do so? Yes No Member Number:

Accrediting organization's name, website address and contact information, or evidence of equivalent standards adhered to (please attach explanation if necessary):

Will others collaborate or consult with you on this project? Yes No

If yes, list Individuals or Organizations collaborating on project:

Attach letters to you that state collaborating individuals or organizations agreement to do so.

Brief description of project (60 words or less):

Pilot Study Completed? Yes No Completion Date:

Planned start date of project:

End date of project:

Amount Requested from HHRF: \$

II. Scientific Abstract - 200 words or less, double spaced, describing the proposed project. .
Please emphasize the innovation aspect of your project.

Sections III-VI below should total 8 pages or less (excluding references, bibliography, charts and graphs, which should be included as Attachments in Section XII) typed on one side of the page only, with pages numbered, double spaced, 1" margins and 12 point font size.

III. Need/Justification Why is the proposed project useful to the EAA/T industry? What need is there within the current information and treatment modalities in use? What are the anticipated implications for EAA/T and/or the disorder being studied? It may be helpful to include links with prior work in EAA/T, basic information about the disorder being studied, current 'best practice' treatment, comparative studies and/or possible translation into 'evidence based practice'. **Please fully articulate the innovation aspect of your project.**

IV. Research Narrative Narrative should be clear and concise and may include but is not limited to:

1. Research question
2. Hypothesis
3. Design
4. Methods (include Pilot Testing and IRB process)
5. Measures
6. Test Procedures
7. Analysis

V. Proposed Time Line

VI. Intent to Publish Recipients of HHRF grants will be committed to a serious effort to publish resulting research findings in a peer-reviewed journal. Please detail your intentions for further disseminating research results, including plans to publish and present.

VII. Budget

All budget items must be related directly to the research question and methodology and will be prorated. Larger grants may be paid in progressive payments, checks written only after progress reports are sufficiently completed. All budget referrals should be related in U.S. dollars. **Please provide itemized budget and narrative justification. No indirect costs are allowed.** There are no word limits to this section, however, please be concise in explanation.

TOTAL GRANT REQUEST (US Funds): \$

- 1) **PERSONNEL:** (*Principal investigator, co-investigator, statistician, research assistant*) Please describe scope of work, salary, fringe benefits, FTE.

Personnel Total: \$

Personnel % of total budget:

- 2) **PERMANENT EQUIPMENT:** Itemize and describe purpose, justification of needs, how it will be acquired, etc.

Permanent Equipment Total: \$

Permanent Equipment % of total budget:

- 3) **CONSUMABLE SUPPLIES:** Itemize and describe justification of needs, how it will be acquired, etc.

Consumable Supplies Total: \$

Consumable Supplies % of total budget:

- 4) **CONSULTANT COSTS:** Describe rate of pay, scope of work, justification of need, etc.

Consultant Costs Total: \$

Consultant Costs % of total budget:

- 5) **TRAVEL:** (*Will only cover subject travel reimbursement or for meeting of work groups.*)

Travel Costs Total: \$

Travel % of total Budget:

- 6) **CLIENT-RELATED EXPENSES:** Itemize and describe all related costs.

Client-Related Expenses Total: \$

Client-Related Expenses % of total budget:

- 7) **HORSE EXPENSE:** *(Must be directly related to research question and methodology.)* Explain cost basis related to percentage of time used in project.

Horse Expense Total: \$

Horse Expenses % of total budget:

- 8) **BUDGET JUSTIFICATION:** Please provide any further budget justification or explanation here.

OTHER INCOME SOURCES and ANTICIPATED FUNDING SUPPORT:

- a. Active/Committed:** Is this project being funded by other sources (federal, institutional and/or private grants or other sources)? Please provide source/institution name, project titles, specified designations and restrictions, starting and ending dates and amounts. Do not include general or overall program support.

Total Active/Committed: \$

- b. Pending:** Is support for this project being sought elsewhere? Please provide source/institution name, project titles, specified designations and restrictions, starting and ending dates and amounts.

Total Pending: \$

- c. Related Support:** List all other sources of support, pending or current, including federal (NIH, VA, NSF, etc.), foundation, industrial, or other. Give complete titles of all grants as well as total funding, yearly funding, funding for your salary, funding for your research, and inclusive funding dates.

Total Related Support: \$

VIII. Lay Language Article

Date:

Title of Project:

Name of Principal Investigator:

Approximately 400 words in lay language, understandable to 12th grade education level and suitable for use in HHRF and related publications as determined by HHRF. This should include information on the research question, the innovation aspect of your project, the need for the research, and general explanation of the methodology, procedures, analysis and any other applicable information.

IX. Biographical Sketch of Principal Investigator - Professional information on the principal investigator, co-investigator(s), statistician and/or research assistant. Principal investigators must have a reputation for completing projects, publishing results in an expeditious manner and cooperating with funding agencies in providing reports and educational materials.

Include the following:

- Education (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training. Information should include institution name and location, name of degree and year conferred, and field of study.)
- Research and professional experience (Previous employment and honors)
- Titles, authors, dates and complete references for a sampling of major publications during the past 3 years and earlier publications pertinent to this application.

HUMAN SUBJECTS

COMPLIANCE WITH U.S. GOVERNMENT REQUIREMENTS

The following statements are signed by an individual authorized to act for the institution and to assume on behalf of the institution the obligations imposed by the following:

The _____ (Principal Investigator or Institution) agrees that if a research grant is awarded by the Horses and Humans Research Foundation (HHRF) to _____ (Applicant/Principal Investigator) for the project _____ (Project Title) and if human subjects are used in any of the activities supported by such award, that it will comply with all applicable U.S. Department of Health and Human Services regulations with respect to the rights and welfare of such subjects. To the extent allowable by the State of _____, the _____ (Institution) agrees to indemnify and hold HHRF harmless from any claims arising from such activities, and acknowledges that HHRF does not and will not assume responsibility for the subjects involved.

SIGNATURE OF APPROVAL BY THE DEAN OR HEAD OF INSTITUTION ON BEHALF OF INSTITUTION

Signature

Type/Print Name and Title of Dean or Head of Institution

Date

ANIMAL SUBJECTS
COMPLIANCE WITH GOVERNMENT REQUIREMENTS

The following statements are signed by an individual authorized to act for the institution and to assume on behalf of the institution the obligations imposed by the following:

The _____(Principal Investigator or Institution) agrees that if a research grant is awarded by the Horses & Humans Research Foundation (HHF) to _____(Applicant or Principal Investigator) for the project _____(Project Title) and if animal subjects are used in any of the activities supported by such award, that it will comply with all applicable U.S. Department of Health and Human Services regulations with respect to the rights and welfare of such subjects.

To the extent allowable by the State of _____, the _____(Institution) agrees to indemnify and hold HHRF harmless from any claims arising from such activities, and acknowledges that HHRF does not and will not assume responsibility for the subjects involved.

**SIGNATURE OF APPROVAL BY THE DEAN OR HEAD OF
INSTITUTION ON BEHALF OF INSTITUTION**

Signature

Type/Print Name and Title of Dean or Head of Institution

Date _____

XI. Research Grant Conditions of Award

1. At least one member of the research team must be fluent in English and published in peer-reviewed English language journals.
2. No institutional overhead or other indirect costs will be paid and should not be included as part of any grant request. A letter to your institution explaining this condition can be requested if needed. Beware that substantive equipment costs could work against the success of the grant request.
3. All funds awarded shall be used in accordance with the submitted and approved proposal and accompanying budget. Any unused portion thereof shall be returned to the Horses and Humans Research Foundation (HHRF). If an unforeseen problem occurs with the study design, notify HHRF immediately. Potential changes to the study design with additional financial assistance from HHRF may be considered to salvage the study and still lead to a favorable outcome.
4. Grant awards will be made in US dollars. Fifty percent will be awarded after the midpoint report is accepted and the remainder will be awarded when the project is fully completed, unless other arrangements have been specified and agreed to. The value of the grant will not be adjusted for inflation, cost over runs, or foreign exchange rate fluctuations. It is the responsibility of the recipient to manage these potential variables (example: if grant budget deals in euros, a loan could be purchased at the time of award, in US dollars, against the euro).
5. A one year grant period is assumed, unless otherwise specified in the application. At the midpoint of the grant period (6 Months) a progress report, financial report and invoice must be submitted for approval prior to receiving the first award check (up to 50%). A final report must be submitted within the agreed upon grant time line and must be approved before the final check is awarded. Projects that are incomplete within agreed time line may not receive final funding.
6. The Principal Investigator must assure HHRF of his or her intended work location. HHRF must be advised at the time of application of all moves, contemplated or real. Changes of address, phone number, fax number and email *within the same institution* must be promptly conveyed to HHRF. Changes in site location during a funded period must be approved by HHRF.
7. All publications (including poster abstracts at medical conferences) resulting from HHRF-funded research must include HHRF in a footnote/credit line/disclosure, and copies of such publications must be provided to HHRF. All publicity and information disseminated about such research must acknowledge HHRF support. This is an essential part of HHRF's conditions of award. Publicity or information about the project is used to keep supporters to HHRF informed about how their donations are being spent. This condition of award does NOT involve disclosure of any information that might jeopardize the applicant's ability to formally publish their findings.
8. The recipient of any research grant awarded must certify that any research, including work involving human and/or animal subjects, will be conducted according to the rules and regulations of the United States Department of Health and Human Services. The recipient must agree to hold HHRF harmless from any and all claims which may arise from any associations/issues related to such research.

9. All studies involving therapeutic riding horses must comply with accepted industry standards for care, treatment, and humane work load. All mounted work must comply with accepted industry standards for safety – including a certified instructor/therapist or evidence of equivalent standards. Therapeutic riding program sites must be accredited by or provide evidence of equivalent standards for facility safety.
10. A one year grant period is assumed. HHRF may approve the funding of a multi-year project, with funding of subsequent years pending the successful completion of the initial year. Applicants must consult HHRF prior to submitting a multi-year application.
11. Recipients of HHRF grants will be committed to a serious effort to publish resulting research findings in a peer-reviewed journal. HHRF will be kept informed of publication efforts.
12. All grant applicants must include one signed copy of this “Research Grant Conditions of Award” as a necessary part of their grant application to HHRF.
13. The Foundation reserves the right to terminate an award if the grant holder or staff funded by the grant is in breach of any of the conditions of award or becomes unfit or unable to pursue the work funded by the grant.

I have read and understood HHRF’s “Research Grant Conditions of Award” and my signature below signifies that I agree to abide by all conditions specified.

Principal Investigator’s signature: _____ Date: _____

Principal Investigator's name and title (please print) _____

XII. Attachments Copy of IRB Application (with informed consent form), references, bibliography, charts, graphs and other supporting information as needed.