

## Checklist for Applicants

This checklist is being provided for your convenience and is included as a resource to help you consider some key aspects of your application. **The checklist should not be submitted with your application.** Specific items on the checklist may not relate to your particular study, and your application may be sufficient and complete without answering [YES] to every item on the checklist. The checklist does not include an entry for everything that must be included in your application. Please use the 2018 WALTHAM™ HAI Research Award Application Form as your definitive guide for all elements that must be included with your application.

**1.) Application fits predominantly within the following preferred topic area (choose only one):**

**The impact of pets on human physical and socio-emotional health (includes the concepts of physical activity, wellness, engagement, social support, usefulness, purpose and connectedness)**

**Maintenance of healthy body weight (for both humans and animals)**

<b>2.) I have read and considered the information provided in the 'Recommended reading in advance of application submission' listed in the Call for Applications</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>3.) I have read the application instructions carefully, and have followed them with precision. (Failure to adhere to the application instructions will result in your application being rejected without review.)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>4.) A thorough literature review has been conducted, and provides a grounding and rationale for the proposed study.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>5.) The proposed study is innovative, and has the potential to make an important contribution to the fields of ageing and human-animal interaction research.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>6.) The outcome(s) specified in the application are clearly defined and well-operationalized. There is a clear relationship between the outcome(s), study design and methods. Pathways and potential mechanisms for outcomes have been identified and specified.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>7.) Consideration has been given to the demographics of the proposed sample, and they are appropriate to the hypotheses and purpose of the study (e.g., age, ethnicity, health status).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>8.) Consideration has been given to the method of sample recruitment, and it is appropriate and achievable.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

9.) Application includes a detailed power analysis to justify the sample size specified, including consideration of issues related to attrition.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10.) Application includes a detailed plan for data analysis that is directly linked to the research questions, experimental design and procedures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11.) Potential covariates, mediators, moderators, and confounds have been identified and are controlled for in the analysis plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12.) a. All measures outlined in the application have published information on reliability and validity. b. If no, a strong case has been made for why an unvalidated measure must be used.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13.) The research team includes individuals with the necessary expertise to carry out all aspects of the study, including coverage of specific content area(s), ensuring animal and human welfare, implementing and interpreting data from any technologies used in the study, and conducting appropriate statistical analyses.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
14.) I have drawn up a detailed timeline for the research, to determine how and when the data will be collected, at what time points, to concretize the work plan for the proposed research, showing how the work will fit into the proposed project period.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
15.) If intervention is involved, the application includes a plan for ensuring treatment fidelity, including consideration of issues such as protocol development, implementation, compliance, and dosage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
16.) The application includes a plan to examine whether treatment effects are maintained over time, or are observable in other contexts.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
17.) Consideration has been given to the impact on outcomes of relationship quality (between human and animal), and cumulative lifetime experience with animals (of the human participant).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
18.) Colleagues from multiple disciplines have reviewed this application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
19.) Written institutional acceptance that funding to cover institutional overheads is limited to 10% of the total award value, within the overall award limit is included as section 9 of the single PDF application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>20.) Written institutional acceptance of the Research Manager’s role in the project as outlined in the Call for Applications document is included as section 10 of the single PDF application</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>21.) The entire application has been converted into a single pdf file.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>22.) One email message with the application pdf file attached, and the subject header “WALTHAM HAI Research Award Application” was sent to <a href="mailto:Nancy.X.Gee@effem.com">Nancy.X.Gee@effem.com</a></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	