



**WALTHAM™ Human-Animal Interaction Research Programme**  
**2018 Collaborative Research Awards**

# WALTHAM™ HAI Research Award Application

## 1. Application Instructions

This application form must be submitted as a single PDF file, to include the ‘Application Details’, ‘Project Proposal’, ‘Budget Breakdown’, ‘Involvement of human/animal participants’, ‘Institutional acceptance of overheads funding/role of WALTHAM™ HAI Research Manager’s role’ and ‘Ethics Certification’ sections described below. Text must be single spaced and Arial or Times New Roman (font size 11 minimum). Margin sizes must not be altered and page limits must be adhered to.

**FAILURE TO ADHERE TO THESE INSTRUCTIONS WILL RESULT IN YOUR APPLICATION BEING REJECTED WITHOUT REVIEW.**

Application submission:

- Attach your single pdf file to an email message with the subject header: “WALTHAM HAI Research Award Application”
- Send it to: [Nancy.X.Gee@effem.com](mailto:Nancy.X.Gee@effem.com)

## 2. Application Details

Please complete the table below.

<b>Title, first name, surname, job title and affiliation of principal applicant (must have Ph.D., Ed.D., or equivalent)</b>	
<b>Title, first name, surname, job title and affiliation of all other applicants</b>	
<b>Contact details for principal applicant (address, country, telephone, fax, e-mail)</b>	
<b>Address(es) at which the study will be conducted if different from above</b>	
<b>Summary of relevant experience of</b>	

<b>principal applicant</b> <b>(250 words maximum)</b>	
<b>Relevant references of principal applicant or research group</b> <b>(max 5 relevant references)</b>	
<b>Duration of study</b> <b>(three years maximum unless data collection requires three years, then an additional year can be added)</b>	
<b>Total sum requested</b> <b>(in GBP at current exchange rate, not to exceed £240,000)</b>	
<b>Project objectives</b> (50 words maximum)	
<b>Project abstract</b> <b>(maximum 500 words, including brief background, rationale, methodology, predicted outcomes)</b>	
<b>Project Proposal</b> (no more than five pages maximum)	<p>In section 4. below please include a description of the proposed research (do not exceed <b>five pages</b>). <b>Lists of references and illustrations should be included in the five page limit and should not be submitted as additional documents or as appendices.</b></p> <p>The project proposal description should include the following sections:</p> <p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• Introduce the topic of research and explain its academic and wider context</li> <li>• Demonstrate a knowledge and understanding of past and current work in the subject area both nationally and internationally</li> </ul> <p><b>Methodology:</b></p> <p>Please include the following subsections:</p> <ul style="list-style-type: none"> <li>• <i>Aims</i> - Identify the overall aims of the project and the individual measurable objectives against which you would wish the outcome of</li> </ul>

	<p>the work to be assessed. This should refer to the objectives set out in this application form (see project objectives section above).</p> <ul style="list-style-type: none"> <li>• <i>Participants</i> – specify the number, description and source of participants and include information on statistical powering to support the number of participants to be included.</li> <li>• <i>Procedure</i> - Detail the methodology to be used in pursuit of the research and justify these choices</li> <li>• <i>Data Analysis</i> – Detail and justify the plan for data analysis and link this plan directly to the experimental design and procedure.</li> </ul> <p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>• Explain why the proposed project is of sufficient timeliness and novelty to warrant consideration for funding</li> <li>• Specify the milestones that can be used to measure the progress of this project and explain how the project will be managed. You may wish to refer to your timeline in section 5.</li> </ul> <p><b>References:</b></p> <ul style="list-style-type: none"> <li>• References should appear in a list at the end of the project proposal and be linked to relevant text by, for example, sequential numbering and superscript reference numbers embedded in the body of the document. Only one publication should be listed for each number.</li> <li>• Within the list of references, URL links to relevant publications or online resources are permissible.</li> </ul> <p><b>The project proposal should be a self-contained description of the proposed work with relevant background, and should not depend on additional information. Applicants must not include URLs to web resources in order to extend their proposal</b></p>
<p><b>Timeline (maximum of one page)</b></p>	<p>In section 5. below please include a <b>one page</b> timeline clearly indicating the expected completion of major milestones for this project. (E.g., participant recruitment, data collection, data analysis, etc...)</p>
<p><b>Budget breakdown (please be as specific and accurate as possible – maximum of two pages)</b></p>	<p>In section 6. below please include a table containing the numeric details of the proposed budget along with a brief verbal justification of these expenses (do not exceed <b>two pages</b>)</p> <p><b>It should be noted that this funding mechanism requires no more than 10% of total funds for indirect/overhead costs to be included in the total award request. If your application is shortlisted further clarification may be sought</b></p>

<p><b>Involvement of human participants (maximum of two pages)</b></p>	<p>In section 7. below please include up to a maximum of <b>two pages</b> as necessary to describe your proposed study with regards to each of the following points:</p> <ul style="list-style-type: none"> <li>• Human subjects involved (number and demographics)</li> <li>• Method of recruitment and informed consent</li> <li>• Potential risks to subjects</li> <li>• Protection against risk</li> <li>• Potential benefits of the research to the subjects/importance of the knowledge to be gained</li> <li>• Data security and safety monitoring</li> </ul> <p><b>Funding will be subject to successful University ethics approval</b></p>
<p><b>Involvement of animal participants (maximum of two pages)</b></p>	<p>In section 8. below please include up to <b>two pages</b> as necessary to describe your proposed study with regards to each of the following points:</p> <ul style="list-style-type: none"> <li>• Animals involved and characteristics</li> <li>• Source and ownership of animals</li> <li>• Potential risks</li> <li>• Protection against risk</li> <li>• Potential benefits of the research to the animals/importance of the knowledge to be gained</li> </ul> <p><b>Funding will be subject to the WALTHAM™ Animal Welfare and Ethics Review Board and will require an additional application process if this application is shortlisted</b></p>
<p><b>Institutional acceptance of overheads funding (maximum of one page)</b></p>	<p>In section 9. below please include written institutional acceptance that funding to cover institutional overheads is limited to 10% of the total award value, within the award limit.</p>
<p><b>Institutional acceptance of WALTHAM™ HAI Research Manager role in project (maximum of one page)</b></p>	<p>In section 10. below please include written institutional acceptance of the role of the WALTHAM™ HAI Research Manager in your project. As outlined:</p> <ul style="list-style-type: none"> <li>• Lending expertise to study design considerations, providing input and advice, receiving updates from the project team throughout the project period and direct involvement in writing manuscripts</li> <li>• Will not participate in data collection or analysis, therefore the application and corresponding budget should provide the personnel and expertise to accomplish both</li> </ul>

### **3. Ethics Certification**

I confirm that every effort will be made to ensure that the proposed research will not result in pain or suffering of participating animals and that no animals will be euthanized as a result of this study. I also confirm that Certification of Humans Subjects Board/Institutional Review Board and Institutional Animal Care and Use Committee/Animal Ethics Committee approval including the title of the project, name of the program director /principal investigator, date of approval, and appropriate signatures and a copy of the approved informed consent form (if applicable) must be received by the WALTHAM™ award administrator prior to transfer of funds to the grantee institution.

**Signature of principal applicant:**

**Date:**

#### 4. Project proposal (maximum 5 pages)

## 5. Timeline (maximum 1 page)



## 6. Budget breakdown (maximum 2 pages)

## 7. Involvement of human participants (maximum 2 pages)

## 8. Involvement of animal participants (maximum 2 pages)

**9. Statement of Institutional acceptance of 10% overheads funding  
(maximum one page)**

**Requires the signature of an authorized institutional agent (e.g., head of school, dean, provost, head of sponsored programs, university finance officer, or equivalent):**

**Date:**

**10. Statement of Institutional acceptance of WALTHAM™ Research  
Manager role in the project (maximum one page)**

**Signature of authorized institutional agent (e.g., head of school, dean, provost, head of sponsored programs, or equivalent):**

**Date:**

**Signature of Principal applicant:**

**Date:**