APPLICATION PROCEDURES AND INSTRUCTIONS
USDA AHFF PROPOSALS
Due September 30, 2010

1. **APPLICATION FOR USDA ANIMAL HEALTH FORMULA FUNDS COVER PAGE.**
   Principal Investigator, Co-Investigator(s) and Department Chair signatures are required on the cover page.

   The proposal, excluding abstract, budget, references, biosketch(s), vertebrate animal description, collaborator letter(s), and protocol approvals, **shall not exceed 10 pages. Sections must also adhere to page limitations.** Font size shall be no smaller than 10 point and 15 characters per inch (Helvetica or Arial 12 pt. recommended). Margin size shall be no smaller than one-half inch.

2. **PROJECT SUMMARY/ABSTRACT**
   Summary/description of the project (1-2 paragraphs).

3. **BUDGET** ($15,000/year limit; itemize by main categories)
   A. Personnel: Estimate and justify time commitments. Include appropriate fringe benefits (FT staff @ 30.37%; PT/student assistants @ 7.65%).
   B. Equipment: List only equipment items related to this specific project. (University guidelines specify “equipment” as items $5,000 or greater, and estimated useful life greater than one year.)
   C. Supplies
   D. Animals: Estimate number, cost and per diem rate.
   E. Miscellaneous Costs including services, publishing costs, travel, etc.

4. **RESEARCH PLAN/PROJECT DESCRIPTION**
   A. Introduction and Specific Aims (≤1 page)
      Brief introductory remarks followed by the long-term goals and supporting objective(s) of the proposed research.
   B. Background and Significance (≤2 pages)
      a. Background: Briefly review the most significant published work and describe the current status of research in this field.
      b. Rationale: Present the rationale behind the approach to the problem and state the hypothesis. Any novel ideas or contributions that the proposed project offers should also be discussed.
   C. Preliminary Studies/Data (≤1 page).
      Preliminary data is not required, but helpful in reviewing the proposal.
   D. Research Design/Methods (≤4 pages)
      Details of your research plan, including
      - Description of experiments, methods, and techniques to be used;
      - Anticipated results, potential and pitfalls;
      - Means by which data will be analyzed or interpreted; and
      - Limitations to proposed procedures.
   E. Future Funding Potential (≤1 page)
      State the potential for future funding and the likelihood of attracting outside funding.

5. **REFERENCES**
   List selected publications of yours and/or others (including those in press) which relate to this proposal.
6. **CURRENT AND PENDING SUPPORT**
   List any current, public or private research support (including in-house support), to which key personnel identified in the proposal have time commitments. List pending proposals under consideration or expected to be submitted in the near future. Identify proposals submitted in the last two years that were **unfunded**.

7. **PRODUCTIVITY SUMMARY**
   If principal investigator has been awarded Animal Health funds in the past 5 years, list publications and grant applications submitted for extramural funding - include complete references for the publications and date, agency, title and status of the submitted grant applications.

8. **VERTEBRATE ANIMALS**
   Indicate species and number to be used.

9. **LETTERS OF SUPPORT**
   Letters from collaborators willing to participate in the proposed research should identify the nature of the collaborative arrangement. (CVM co-investigators imply participation by signature on the cover page and do not require supporting letters.)

10. **ATTACHMENTS**
   1. Principal Investigator and Co-Investigator(s) biosketch(s) (maximum 2 pages each).
   2. Animal and/or biosafety approvals (if available). (Funds will not be released unless approved Animal Care and Use Protocol certification statement received in CVM Research Office. The USDA does not recognize Client Owned Animal Agreements as valid animal care and use protocols.)
   3. Completed Information Needed to Complete CRIS (Current Research Information System) Form

Project progress reports for continuation proposals should include:
A. Objectives for the year
B. Summary of experiments performed, results and any special problems encountered
C. Accomplishments
D. Current and pending support
E. Related extramural grants submitted
F. Publications
G. Specific aims for upcoming year, including any modifications from original research design/methods
H. Itemized budget

**SUBMIT ORIGINAL** (with attachments) **AND SEVEN (7) COPIES** of the application. An electronic version in Word format should be provided either on CD emailed to Donna Stearns. (Please do not convert to pdf format.) If you have questions about the proposal, please contact Donna Stearns (882-2081) prior to submission.

**DUE:** September 30, 2010, 5 p.m. Late submissions will not be reviewed or considered for funding.