



Principal Investigator: **NAME**
Date: **DATE**

Grant Proposal Instructions

The words appearing in 'blue' print are examples or instructions provided for your assistance in completing the actual forms.

Project Title: **Descriptive designation of the research project**

Principal Investigator(s):

Name (primary contact person)	Name Co PI (if applicable)
Organization	Organization
Address	Address
Email	Email
Telephone Number	Telephone Number

Project Duration: **XX Months**

Amount Requested:

Direct:	
Indirect (Maximum 8%):	
TOTAL: \$	

Policy on Institutional Indirect Costs

It is the policy of the Cavalier King Charles Spaniels Charitable Trust (ACKCS) that the Trust will pay indirect costs of 8% to our grantees, however indirect costs must be included in the overall request for funding, not in addition to the requested project funds. The rates provided above are the maximum rates allowed under this ACKCS Charitable Trust's policy. A grantee with an actual indirect cost rate lower than the maximum rate provided above should not increase the funding request to the maximum allowed.

The Cavalier King Charles Spaniels Charitable Trust defines indirect costs as:

- Overhead expenses or ongoing operational costs incurred by the applicant institution on behalf of the institution's activities and projects, but that are not easily identified with any specific project.



- Administrative or other expenses which are not directly allocable to a particular activity or project.
- Expenses related to general operations of the institution that are shared among projects and/or functions.
- Basic examples include executive oversight, existing facilities costs, accounting, grants management, legal expenses, utilities, and technology support.

Background of Proposed Research

Cover these key areas:

Abstract

Description of research project

Justification-a concise statement of the importance of the proposed research and the means in which the anticipated results may benefit the Cavalier King Charles Spaniel breed

Methodology-Explanation of methods, principles and rules for carrying out research.

Expected outcome, significance, and application of findings

Project timeline-identify project milestones with dates for specific objectives to be completed.

Literature review references

List of investigators

List the Primary Investigator and Co-Investigators with their credentials and role descriptions. NIH Biographical Sketch (<http://grants.nih.gov/grants/funding/phs398/biosketch.doc>) format may be used and attached to the application.

Budget

Provide Cost Estimates based on the below categories. Please complete the table as applicable to your project.

- Salary/Stipends
- Supplies
- Clinical Tests
- Sample Collection Expenses



- Other (please specify)
- Institutional Indirect Costs (Maximum of 8%)
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Budget Form

Category	Cost
Total Direct Costs	
Indirect Costs (Max of 8%)	
Total Costs	

Budget Justification

Detailed justification of anticipated costs listed in the form.

Additional Funding Sources

Current and pending funding sources for research on proposed topic and related-research topics.

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