

Human Animal Bond Research Institute (HABRI)

2024 Proposal Guidelines

Proposal Submission

To apply for a HABRI grant, please send an email to submissions@habri.org. Please ensure the subject line of the email and PDF submission are both titled “HABRI 2024 Grant Proposal – Principal Investigator Last Name.”.

For proposals applying for supplemental funding available through Pet Partners, please send an email to submissions@habri.org. Please ensure the subject line of the email and PDF submission are both titled “HABRI/Pet Partners 2024 Grant Proposal – Principal Investigator Last Name.”.

Attach the full proposal document (see guidelines below) to your email. The full proposal must be converted to a single PDF document that includes all letters and attachments and does not exceed 5 MB.

For help converting your proposal to Adobe PDF, please see the [PDF Instructions](#). Some applicants have experienced page number increases after conversion to PDF, so check closely as exceeding page limits will result in disqualification. Please make sure that scanned documents are legible before adding them to the proposal PDF.

Proposals should be designed to convince the reviewers that the applicant clearly understands the topic to be studied, has the expertise to conduct the study, has devised a logical scientific approach and is proposing a study that is relevant to HABRI. For more information on HABRI visit www.habri.org.

Proposal Guidelines

IMPORTANT: Proposal format: This proposal should be written on 8.5 × 11 inch paper with a minimum of ¾ inch margins; **single-spaced using no smaller than an 11-point font** (Times, Times New Roman or Arial font preferred) and is page limited where noted. The order of the written proposal should follow the outline described below (including use of the outline numbering and headings). Answer the questions individually, and if any of the questions are not applicable, indicate this with “N/A”.

Do not include extra information not requested in these guidelines (articles, extra pages of figures, reports, etc.). Figures, tables and graphics must be included in the “Study Proposal” page limit below and must be readable. Anything extra added to the proposal will not be reviewed.

Adherence to these guidelines is mandatory and failure to do so will result in disqualification (note: page limits are strictly enforced).

I. Title and Abstract (one-page limit):

This page should only contain the project title and a scientific abstract. Abstracts should be designed to convince the reviewers that the applicant clearly understands the topic to be studied and has devised a logical scientific approach and is proposing a study that is relevant to HABRI.

Abstracts should **not contain information that identifies the investigators and must use the following headings:**

1. **Title:** (limit of 150 characters, including spaces - do not use “ALL CAPS”)
2. **Rationale:** (Why is the project being done? Why is it relevant to HABRI and the human-animal bond?)
3. **Hypothesis/Objectives:** (Clearly state the hypothesis to be tested, study objectives, or both.)
4. **Study Design and Methods:** (Describe the study design and methods to be used.)

5. **Preliminary Data:** (Clearly summarize applicable preliminary data and how it will support your proposal.)
6. **Expected Results:** (What are the expected results/outcomes?)
7. **Budget and Timeline:** (Please list the following:
 - a. Project duration
 - b. Total budget for each year
 - c. Project grand total including indirect costs.

Double check that the budget indicated here matches the required budget form (see below)).

8. **Potential Impact on Human-Animal Bond Research:** (How will this research investigate the impact and/or contribute to the body of research of the human-animal bond on the integrated health of families and communities?)

II. Resubmission Summary: (3-page limit — excluding copy of the original review): Is this proposal a resubmission? If yes, did the proposal receive a full review? If yes, please include a copy of the review and your responses to the reviewer's comments.

III. Title Page (one-page limit): Name, Title or Position, Phone Number and Email Address of Principal Investigator and all co-investigators.

IV. Organization Name and Street Address: Full name and address of the institution or organization to which the grant monies will be distributed, if award is given for this project.

V. Officer Authorized to Sign Agreements (legally binding contracts – i.e. OSP office contact):

First Name, Middle Initial, Last Name, Suffix

Title or Position

Email Address

Organization Name, Address, City, State, Zip/Postal Code

Country

Phone

VI. Glossary of Abbreviations and Acronyms (1-page limit):

If your study proposal will make use of acronyms, shorthand, or abbreviations, please clearly define all in this section.

It is expected that all applicants adhere to the definitions of animal-assisted intervention (AAI) terminologies and definitions established in the [International Association of Human Animal Interaction Organizations \(IAHAIO\) Whitepaper](#).

Any technical terminology (with abbreviations) should be defined in this section, especially if it requires advanced knowledge from outside the field of human-animal interaction science. The review board considers only what is specifically written in the application; they do not make assumptions or rely on additional information not contained within the proposal.

Acronyms and abbreviations may be used subsequently.

VII. Study Proposal (5-page limit):

As the field of human-animal interaction is multi-disciplinary in nature, HABRI encourages applicants not to limit technical detail in their proposals. Rather, applicants are encouraged to explain the study, including all technical aspects, in enough detail to ensure reviewers, regardless of their field of discipline, can understand the technology and research design. The review process is set up to accommodate any and all proposals related to the human-animal bond regardless of discipline or novel design. The HABRI Scientific Advisory Board (SAB) is made up of experts from a variety of fields, including veterinary medicine, animal welfare, gerontology, psychology, neuroscience, child development and more. Please write your proposal submissions with the multi-disciplinary

nature of the review board in mind. Proposals that are overly complex or fail to clearly describe the objectives of the study using grounded, tangible descriptions will be viewed as less competitive.

1. **Specific, Testable Hypothesis and Objectives:** Please be precise and enumerate. Feasibility and realistic expectations of objectives are paramount. Overly ambitious objectives, relative to either time span or scope, will be penalized. Every aim or hypothesis should include a complete analytic plan.
2. **Justification, Significance and Literature Review:** Clearly describe the background of the problem and justify the need for the study. Include relevance to human-animal bond, specific human and animal populations, and health professionals (where applicable). The literature review should indicate current status of research in the area, including the investigator's contributions.
3. **Preliminary Data:** *Preliminary data that support the proposal will substantially strengthen your proposal.* Succinctly describe any previous findings conducted by the investigator(s), which support the proposed research. Indicating that preliminary data exists without additional detail is not sufficient. If you do not have any preliminary data specific for your proposal, data to show reviewers that your approach has potential to be impactful and can be feasibly carried out should be included in the above *Justification, Significance and Literature Review* subsection of the Study Proposal.
4. **Experimental Methods and Design:**
 - Clearly address specific objectives within an overall theoretical framework.
 - Be precise about experimental design, number of participants, schedules, and expected outcomes.
 - For each specific aim, provide a rationale for experimental methods and design and a section on expected outcomes, pitfalls and alternative approaches.
 - Include a power analysis to provide rationale for your identified sample size. Describe the method of power analysis using the Power Calculation Form ([click here](#)) and include this completed form after this section. This form does not count towards the 5-page limit.
 - If the proposal will be enrolling participants, justification must be provided that the proposed number of participants can be located/recruited within the planned timeframe.
 - If the proposal will be enrolling participants, milestones must be established at multiple stages of recruitment to indicate alternative recruitment strategies should the initial target not be met.
 - If study plans to enroll children or participants across a wide age range, developmental considerations should be addressed. In addition, including descriptions of age groups and age/developmental stage in your analysis will strengthen your proposal.
 - Applicants collaborating with institutions must document that the institutional case load is adequate to provide the number of participants needed to complete the study as proposed.
 - Validation of any instruments proposed must be provided.
5. **Data Analysis Plan:** Every aim or hypothesis should include a complete analytic plan. Applicants who are seeking funding primarily to complete data analyses or conduct additional analyses for a mostly completed intervention should indicate so here. Applicants should provide a detailed explanation for why these analyses were not done in the scope of activities in their original study and what these analyses will contribute beyond findings of the original study.

Where applicable, this section should include a discussion of the expected clinical implications of the results including how they may influence current clinical practice.

6. **Timeline:** Indicate sequence and schedule of experiments for the total project as well as duration of project (**a maximum of three years is permitted**). All projects are subject to annual review. Approval of multiple-year projects does not guarantee funding beyond year one. You do not need to schedule time for publication, but you should include sufficient time to complete data analysis as it must be included in the final report. Applicants are expected to have IRB/IACUC approval(s) and to have prepared study

materials upon the start date of the project. IRB/IACUC approval should therefore not be included in the project's timeline. **Please note:** Based on the review process, the earliest possible start date for a HABRI grant will be September 1.

VIII. Human and/or Animal Subjects Justification and Regulatory Information (no page limit): As part of the review process, the Scientific Advisory Board (SAB) carefully considers whether the proposal includes the necessary safeguards to protect the rights and welfare of all human and animal research participants. The Principal Investigator(s) are responsible for submitting for IRB and/or IACUC approval. IRB and/or IACUC approval is not required prior to the submission of an application but is required should funding be awarded. Regardless of the status of such approvals, the proposal should describe how human and animal welfare will be assured. Funds will be withheld until proof of IRB/IACUC approval has been provided. Applicants are strongly encouraged to begin the approval process prior to submitting for a HABRI grant.

Any study seeking to evaluate stress in subjects (e.g. through administering a stress test), be they humans or animals, should adhere to the highest ethical standards regarding welfare.

When some or all of the human study participants are likely to be vulnerable to coercion or undue influence (e.g. children, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons), additional safeguards to protect the welfare of these subjects should be included.

Applicants should carefully consider and describe how they will conduct the proposed project following their institution's health and safety regulations, in addition to local, state, and federal health guidelines and regulations.

For proposals seeking supplemental funding available through Pet Partners, please indicate clearly the plan to incorporate Pet Partners therapy animal-handler teams in this section.

IX. Facilities and Equipment (one-page limit): Availability of necessary facilities and equipment to complete the proposed study should be documented. If more than one institution is involved, a letter of willingness to collaborate from the outside institution(s) must be included as an attachment(s) at the end of the full proposal PDF.

X. Cited References (two-page limit): Include article titles, list all authors (principal investigator name in bold when applicable) and complete references to all publications.

XI. Budget (one-page limit): Use this required form: [Budget Form](#)

Indicate only amounts requested from HABRI. All amounts must be expressed in U.S. dollars. In the case of multiple-year projects, the budget should show expenses for each year in separate columns and a "total" column. Commitment of funding beyond any previous year is based on satisfactory progress and availability of funds.

HABRI does not pay for capital equipment (i.e., a single piece of equipment, including computers, costing \$2,000 or more), tuition, or salaries for faculty with full-time appointments, with the exception of postdoctoral fellows. Only postdoctoral fellows applying for a HABRI grant as a principal investigator are permitted to request salary support for up to 20 percent of their full-time salary. All salary requests for principal investigators with less than full-time appointments must be clearly defined and justified in the budget justification section and must include % appointment and other current salary support. You may request salary for support staff (i.e. technicians, graduate students) based on their percentage of time involved in the project.

HABRI allows up to 10 percent of the yearly budget to be applied to indirect costs, *if your institution charges for these costs*. You must calculate your own 10 percent indirect costs and show them as a separate line item above each year's grand total. If your institution charges less than 10 percent, you may only claim the lower percentage. **Please also provide a copy of your institution's policy related to indirect costs.**

XII. Itemized Budget Justification (two-page limit): Salaries, supplies and other costs not justified may be deleted from the budget of an approved/funded proposal. The role of each investigator should be clearly defined. All requests for salary, including support staff, will be closely scrutinized and should include a detailed

justification. Indicate and justify a percent effort on this grant for all individuals, such as technicians, graduate students, for whom funds are requested.

When requesting salary support for graduate and undergraduate assistants, state the institution's average salary rates for students if this data is publicly available. If the requested salary significantly differs from the average rate, explain the discrepancy. If requesting funds to cover indirect costs, please provide detail about how this portion of the budget is expected to be utilized.

HABRI does not fund operational costs for existing programs.

The budget of projects that seek funding solely or mainly to complete data analysis or conduct additional analysis on a mostly completed intervention will be closely scrutinized for appropriateness, reasonable use of funds for the proposed work, and time commitments of research staff:

- Is the budget appropriate and reasonable for the proposed work?
- Are there any components of the project costs which appear excessive?
- Are staff doing the appropriate level of work? Is the amount of senior staff time appropriate?

XIII. Current and Pending Support (no page limit): Other support for Principal Investigator. Includes all financial support (e.g., federal, nonfederal, commercial, institutional) currently available in support of the investigator's research program. Overlap, whether scientific, budgetary or commitment of an individual's effort greater than 100 percent, is not permitted.

In the interest of ensuring all staff are fairly compensated for their work, when not requesting salary support for any study personnel, please clarify the alternate source(s) of funding in this section.

Please follow this format when listing other support:

1. **Project Number:** If applicable, include a code, grant ID or other identifier for the project.
2. **Source:** Identify the agency, institute, foundation or other organization providing support.
3. **Grant Title**
4. **Amount and period of support (dates)**
5. **Major Goals:** Provide a brief statement of the overall objectives of the project, subproject or subcontract.
6. **Annual Costs:** In the case of an active project, provide the current year's budget. For a pending project, provide the proposed budget for the entire project.
7. **Publications and Presentations:** List the presentations and publications resulting from the award.
8. **Overlap:** After listing all support, summarize any potential overlap with the active or pending projects and this application in terms of the science, budget or committed effort. If the proposal is related to an ongoing or recently completed research project not funded by HABRI, please clearly describe the relationship of this submission to the ongoing or recently completed project.

XIV. Prior HABRI Support (no page limit): If the principal investigator and/or co-investigator(s) have received HABRI support in the past three years, provide the following information for each HABRI award received:

1. **Project Number:** If applicable, include a code, grant ID or other identifier for the project.
2. **Source:** Identify the agency, institute, foundation or other organization providing support.
3. **Grant Title**
4. **Amount and period of support (dates)**
5. **Major Goals:** Provide a brief statement of the overall objectives of the project, subproject or subcontract.
6. **Annual Costs:** In the case of an active project, provide the current year's budget. For a pending project, provide the proposed budget for the entire project.

7. **Publications and Presentations:** List the presentations and publications resulting from the award.
8. **Overlap:** After listing all support, summarize any potential overlap with the active or pending projects and this application in terms of the science, budget or committed effort. Please clearly describe the relationship of this submission the prior support (ongoing or completed). If the project is still ongoing, please include a summary of the progress. If the project is completed, please include a summary of the final results.

XV. Biographical Data (two-page limit for each individual): For each individual (principal investigator, co-investigator(s)) provide the following information:

1. **Name**
2. **Position/role on this project**
3. **Current position (title, name, and address of institution)**
4. **Education/training (degrees, institution, year of graduation, field of study)**
5. **Previous positions and honors (include membership on any advisory committees)**
6. **Selected peer-reviewed publications (include titles, all authors, and complete reference)**

XVI. Letters of Support: Support letters from collaborators must be included. Collaborators are defined as individuals or organizations, not named as Co-Investigators, whose participation is crucial to the project's success.