**Research Grant Conditions of Award**

1. At least one member of the research team must be fluent in English and published in peer-reviewed English language journals.
2. The grant time line will commence on the day that the grant is awarded or the day that evidence of final IRB approval (if still under consideration) is submitted to HHRF (within 3 months of grant award).
3. No institutional overhead or other indirect costs will be paid and should not be included as part of any grant request. A letter to your institution explaining this condition can be requested if needed. Beware that substantive equipment costs could work against the success of the grant request.
4. All funds awarded shall be used in accordance with the submitted and approved proposal and accompanying budget. Any unused portion thereof shall be returned to the Horses and Humans Research Foundation (HHRF). If an unforeseen problem occurs with the study design, notify HHRF immediately. Potential changes to the study design with additional financial assistance from HHRF may be considered to salvage the study and still lead to a favorable outcome.
5. Grant awards will be made in US dollars. One third of the awarded amount will be paid once the contract is signed by all parties. One third will be awarded after the midpoint report is accepted and the remainder will be awarded when the project is fully completed, unless other arrangements have been specified and agreed to. The value of the grant will not be adjusted for inflation, cost over runs, or foreign exchange rate fluctuations. It is the responsibility of the recipient to manage these potential variables (example: if grant budget deals in euros, a loan could be purchased at the time of award, in US dollars, against the euro).
6. At the midpoint of the grant period a progress report and financial report must be submitted. A final report must be submitted within 60 days of the completion of the project. The final report shall include a scientific abstract, summary data tables, a financial report, and a less-technical lay language article (400 words) to potentially be used in HHRF and related publications as determined by HHRF. Photos, videos, personal stories of the impact of the study and additional marketing materials are requested to be submitted during the grant term and with the final report. The final report should also include any obstacles the team encountered during the study to be used as a learning tool for future research teams. Any medical changes in participants’ medical conditions during the study should be documented in the final report (i.e. less medications required, less hospitalizations). Confidential data that could jeopardize formal publication in a peer-reviewed journal should not be disclosed in the lay articles. If a delay in project completion is anticipated, HHRF must be notified promptly with a brief explanation and a request for extension. All investigators are encouraged to communicate and work with HHRF for the best possible outcome of their study. Failure to comply with the above conditions may result in revoking of all award funding.
7. The Principal Investigator must assure HHRF of his or her intended work location. HHRF must be advised at the time of application of all moves, contemplated or real. Changes of address, phone number, fax number and email *within the same institution* must be promptly conveyed to HHRF. Changes in site location during a funded period must be approved by HHRF.
8. All publications (including poster abstracts at medical conferences) resulting from HHRF-funded research must include HHRF in a footnote/credit line/disclosure, and copies of such publications must be provided to HHRF. All publicity and information disseminated about such research must acknowledge HHRF support. This is an essential part of HHRF’s conditions of award. Publicity or information about the project is used to keep supporters of HHRF informed about how their donations are being spent. This condition of award does NOT involve disclosure of any information that might jeopardize the applicant’s ability to formally publish their findings. HHRF also has permission to share results of this study through publications and outreach materials.
9. The recipient of any research grant awarded must certify that any research, including work involving human and/or animal subjects, will be conducted according to the rules and regulations of the United States National Institute of Health or equivalent National regulations. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3558218/>The recipient must agree to hold HHRF harmless from any and all claims which may arise from any associations/issues related to such research.
10. All studies involving horses must comply with IACUC in the USA or other nationally accepted industry standards for care, treatment, and humane work load. All related program work must comply with accepted industry standards for safety. Please include a reference for those standards.
11. A one year grant period is assumed. Projects that do not comply with the approved timelines will be put into probationary measures and funding will be placed in fiscal holding. (When placed on fiscal hold no further funds can be released without a hearing by HHRF board representatives who will review the entire grant history and determine any further actions).
12. Recipients of HHRF grants will be committed to a serious effort to publish resulting research findings in a peer-reviewed journal. HHRF will be kept informed of publication efforts.
13. All grant applicants must include one signed copy of this “Research Grant Conditions of Award” as a necessary part of their grant application to HHRF.
14. The Foundation reserves the right to terminate an award if the grant holder or staff funded by the grant is in breach of any of the conditions of award or becomes unfit or unable to pursue the work funded by the grant.

*I have read and understood HHRF’s “Research Grant Conditions of Award” and my signature below signifies that I agree to abide by all conditions specified.*

Principal Investigator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Principal Investigator's name and title (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_