



North West Camelid Foundation

Raising Funds for Camelid Research Since 1987

PROPOSAL GUIDELINES, POLICIES & PROCEDURES

Eligible Investigators— Oregon State University Carlson College of Veterinary Medicine, Washington State University College of Veterinary Medicine staff member. Applicants must hold a DVM, PhD or equivalent degree or be a senior veterinary student or doctoral candidate and have a qualified staff mentor. The Research Committee considers the qualifications of the Principal Investigator or mentor when reviewing proposals. Prior experience conducting research, track record for publications and the preliminary data submitted in the proposal are taken into consideration.

Animal Care and Use— All animal research must be approved by the Animal Care and Use Committee. A copy of the approval is required prior to funding. Projects that involve live animals must be overseen by a veterinarian. If privately owned animals will be used in the project, a letter from the owner(s) must be submitted stating they have read the proposal, understand it and agree to allow their animals to be entered in the project.

Indirect and Administrative Costs—NWCF is a 501(c)(3) non-profit organization. NWCF does not fund indirect costs or administrative overhead.

Budgetary Restrictions— NWCF funds expendable supplies, cost and care of animals, technical support and publication costs in scientific journals. NWCF does not fund equipment, renovations, computer purchases, travel to meetings, and professional or clerical salaries. NWCF will fund hourly wages for technicians and students for their work on the project. All budget items, including salary requests, must be justified in writing.

Project Period— North West Camelid Foundation distributes one-half of the first-year budget upon signing a contract with the University. The second one-half distribution is made after receipt of a progress report, when an invoice is received from the University at the end of the contract date or when expenditures charged to the account equal the cost approved in the contract. The Foundation may withhold budgeted publication costs until receipt of a final report or copy of an accepted manuscript. Any investigator who is not current with progress reports will not be eligible for future project funding by NWCF.

Intellectual Property— The university owns all rights to inventions that may result from a study, whether patentable or not. NWCF has a right to request a percentage of revenue realized.

Changes in protocol or personnel— Any significant changes in study protocol or key professional personnel must receive prior approval from NWCF.

Outside Review— In certain instances NWCF will seek assistance from outside experts to review a proposal.

Other Support— If other support for the project is obtained, NWCF must be notified immediately.

Budget Modifications— Funds may be expended only as set forth in the initial budget submitted with the proposal unless consent from NWCF is obtained. Funds may be transferred from one expense category to another without NWCF approval.

Financial Reports— NWCF is not responsible for expenditures in excess of the grant awarded or expenditures prior to the grant starting date.

Scientific Reports— Progress reports and a final report are required. All reports are privileged communications and will be held in confidence by NWCF until one year after receipt of the final report. Investigators are encouraged to publish results in a peer-reviewed journal. Any publication must acknowledge NWCF support. Reprints of publications should be sent to:

Glen Pfefferkorn
685 S La Posada Circle Unit 1802
Green Valley, AZ 85614

Cancellation or Termination of an Award— In the event NWCF determines that funds are not being used as approved or the Care and Use Committee determines protocols have not been performed as approved, NWCF may immediately terminate further payment of unexpended funds. In the event of cancellation or termination unexpended funds must be returned to NWCF.

Unexpended Funds— If the project is completed and funds from the original budget approved remain, additional payments will not be made by NWCF and remaining unexpended funds will be refunded to NWCF.