



***AFSCAN is a global initiative which facilitates capacity building in the African veterinary community to enhance quality in small companion animal medicine with a One Health perspective***

## **Applying for an AFSCAN Research Grant**

### **Terms and Conditions**

#### **Introduction**

A project will be considered by AFSCAN if the proposal seeks to answer a specific question concerning disease or welfare of companion animals relevant to African society.

The project should largely meet each of the following criteria.

1. Applications should be for funds to support a research project concerning disease or welfare of companion animals relevant to African society.
2. Eligibility: At least one applicant on each proposal must be a qualified veterinary surgeon.
3. The application should be made on the relevant Application Form.
4. The curriculum vitae of the primary applicant, together with that of the qualified veterinary surgeon (if different) must be supplied. This should extend to not more than two pages and references should be made only to the most significant publications of the applicant and the veterinary surgeon (if appropriate).
5. The closing date for applications will be indicated as each award competition is advertised.
6. AFSCAN will not fund research that utilizes experimental animals. All clinical research proposals must have undergone appropriate ethical review.
7. Any money made available must not be used for the employment of staff or students, or for personal expenses.
8. Acceptance of the Grant. Any grant awarded by AFSCAN is subject to the AFSCAN Terms & Conditions in force at the time that the grant is actually awarded. Any amendments to the Terms & Conditions can be made only with the written agreement of both parties. A signed copy of these terms and conditions must be returned to AFSCAN. This must include the signature of the principal applicant and an authorised representative of the institute/place of research. Such representatives would include the Principal, Vice-Chancellor, Dean, Registrar, Secretary, Research Contracts Officer, Bursar, Chief Finance Officer, Chief Administrative Officer or Chief Accountant. No funds can be released until the signed terms and conditions are returned.

9. The start date of the project must be within 6 months from the date of the confirmation letter of award of the grant issued by AFSCAN, unless written permission has been granted from AFSCAN for an additional delay. AFSCAN must be informed of the start date of the project. Project may run for a maximum period of 2 years.
10. Final Report. AFSCAN requires a written report of 400-1000 words in length outlining progress made with the grant. This should be submitted no later than 2 months after completion of the project. For a 2-year project, a brief progress report should also be submitted at the end of year 1 of the study.
11. Publications and Publicity
  - AFSCAN reserves the right to publicise the awarding of grants as they see fit.
  - Recipients should ensure that the AFSCAN contribution to the funding of the research is suitably acknowledged in a form acceptable to AFSCAN in all publications. Suggested wording: *'This study was funded by the African Small Companion Animal Network (AFSCAN) – a project of the World Small Animal Veterinary Association Foundation (WSAVAF).'*
  - AFSCAN grants will not fund the costs of open access journal publication (i.e. publication costs)
12. Equipment
  - Any equipment funded by the AFSCAN grant in relation to a project is loaned to the university department/research facility to which the grant recipient is affiliated. This is solely for the benefit of the recipient's veterinary research. The recipient shall have no personal claim, right or other form of interest in the equipment.
  - Any loss resulting whether directly or indirectly from payments made for equipment in advance of delivery will be entirely the responsibility of the recipient. The recipient is responsible for ensuring that any equipment provided by this grant has adequate insurance cover. If the equipment is damaged or destroyed during the period of the project the recipient will be required to repair or replace it.
  - Should the recipient move to another institution/research facility during the tenure of this grant, this will be considered as a divergence to the original award. AFSCAN reserves the right to require that the equipment funded by the grant be transferred with him or her after discussion, as necessary, with the institutions concerned. If he or she moves to another institution within 3 years of the expiry or the termination of a grant and wishes to take the equipment with him or her, AFSCAN reserves the right to require that the equipment funded by the grant be transferred after discussion, if necessary, with the institutions concerned.
  - AFSCAN's prior written approval must be obtained should any activity ancillary to the permitted use be carried out using equipment funded by the grant where any form of charge, either internal or external, is made or where equipment is used for the benefit of a commercial organisation. The AFSCAN agreement may be conditional and dependent upon it sharing in any financial benefits that result.
  - It is the responsibility of the recipient to maintain the equipment whilst in their care. The equipment may only be disposed of after written permission has been obtained from AFSCAN. Disposal is the responsibility of the recipient. AFSCAN reserves the right to recall the equipment when the designated project is completed.
  - All equipment is to be clearly marked as purchased by and the property of AFSCAN.
  - AFSCAN grants will not fund the purchase of computer equipment (e.g. desktop or laptop computers, printers, data projectors or other ancillary equipment).

### **13. Limitations of AFSCAN's Liability**

AFSCAN accepts no responsibility, financially or otherwise, for the expenditure (or liabilities arising out of such expenditure) or other liabilities arising out of the project. The control of expenditure to be funded under this grant must be governed by the normal standards and procedures of the recipient and must be covered by the formal audit arrangements that exist in the recipient's institution.

### **14. Financial Arrangements**

- All claims for grant funding must be made in the form of an official invoice quoting full details of the AFSCAN award.
- A copy of these terms and conditions must be passed by the grant recipient to the finance department of their institution/practice.
- AFSCAN should be invoiced for the value of the grant awarded. This will be determined by the nature of the award made. If the award is, for example, solely for a piece of equipment, then the full amount may be claimed initially. If, however, the award is for project consumables, and the project is destined to run over 2 years, then invoicing should be made on a yearly basis for those consumables required in-year.
- Grant recipients are required to account for all expenditure of AFSCAN funds in their final and progress reports.
- Should the principal recipient or co-recipient move to another institution during the tenure of the grant, the grant may not be transferred unless all parties concerned including AFSCAN agree in writing to such a move. AFSCAN will not be liable in respect of any additional costs as a result of such a move or transfer. In the event that AFSCAN does not agree to such a move it shall not be liable to make further payments under the terms of the grant.
- All invoices for funding must be sent for the attention of AFSCAN (marked for the attention of Professor M. J. Day, [profmjd@gmail.com](mailto:profmjd@gmail.com)).
- The amount of any grant does not include any local taxes (including VAT). The recipient is responsible for payment of all local taxes.
- Any money not claimed within 2 years of the end of the project will be forfeited and the money used for funding future grants.

### **15. Termination of a Grant**

An award may be terminated by the mutual agreement of AFSCAN and the receiving organisation. Alternatively, if an annual progress report received at the end of year 1 of a 2-year project is deemed unsatisfactory, AFSCAN reserves the right to terminate the award and not fund the second year.

**The grant recipient and their institution/practice agree to abide by the above terms and conditions:**

Signature of grant recipient:

Print Name:

Date:

Signature of authorised representative of the institution/practice:

Print Name:

Date: