



## **Healthy Pets NZ Procedure and Criteria for Approval of Grants**

### Receipt of Applications:

- Applications to be sent to Healthy Pets NZ Communications Manager (HPNZ CM) at [healthy.pets@vets.org.nz](mailto:healthy.pets@vets.org.nz)
- HPNZ CM to check applications for completeness, and any incomplete application will be returned to the applicant.
- HPNZ CM to forward all completed applications to assessment team after closure date for applications (1 March, 1 November)

### Assessment of Applications:

- Assess if any conflicts of interest amongst the assessors – manage these as appropriate, record any actions taken in conflicts register (Appendix 1)
- Assess each application against standardised assessment protocol (Appendix 2)
- Make a recommendation for each application; to either fully approve, partially approve with amount recommended with reasons provided, or decline with reasons provided.
- Summarise findings in a report to Board of Trustees.

### Role of Board of Trustees:

- Give final approval for one or more grants based on funds available.
- Advise HPNZ CM outcomes of all grant applications.
- Advise HPNZ Treasurer which grant(s) are approved.

#### Application feedback

- HPNZ CM to communicate with all applicants the outcome of their project's assessment, along with reasons for declining if the grant is not accepted or not fully approved
- For successful applicants, HPNZ CM to provide the applicant the Terms & Conditions document, and request completion of acceptance agreement
- HPNZ CM to send a copy of the acceptance agreement to HPNZ Treasurer
- The successful applicant is requested to provide an invoice for 75% funds to HPNZ Treasurer within 6 months of approval. If the applicant does not invoice HPNZ within six months, the Trustees can revoke the grant.
- HPNZ CM to update successful grants on the HPNZ website & shared records spread-sheet

#### Grant Management:

- HPNZ CM to request six monthly progress reports from the project manager or lead investigator of all funded projects, and summarise these for the Board of Trustees biannually.
- If a report on a projects progress is not forthcoming, the project manager or lead investigator will be given six weeks notice to provide an update then sent notice that the retained 25% of the granted funds will no longer be claimable.
- If a report on a grant project is more than three months overdue for a progress report, the project manager will be sent a request for the full refund of the grant amount paid, unless there are extenuating circumstances that are accepted by the Board of Trustees.
- Refer to the Healthy Pets New Zealand PROJECT GRANT terms and conditions for full details.

#### Completed grants:

- HPNZ CM to request evidence of completion as per acceptance agreement from project manager, along with invoice for final 25% of grant funds
- Evidence of completion to be confirmed by Board of Trustees before approval of final 25% payment of grant by HPNZ Treasurer
- If completion of the project requires publication or communication, a copy or access notation must be provided.
- The project manager is to provide a summary of findings of the project to be provided to HPNZ CM for public dissemination where appropriate.

- HPNZ CM to record completion of grant on website and records spread-sheet, along with a project a summary suitable for the general public as appropriate.



Appendix 2.

## Guidelines for Assessment Healthy Pets NZ

### **Conforming to the Guidelines**

**/10**

Are all parts of the application completed in accordance with the Healthy Pets NZ template? Is the request within the word limit and within the maximum allowed for funding? Is the study related to companion animals? Yes or no. If no the application should be rejected.

### **Originality**

**/10**

Is the project novel? Is it good science? Has the study been done before?

### **Design and Feasibility**

**/10**

Is the project well designed? How likely is it that the project will achieve its objectives? Do the researchers have an appropriate track record in related research? Are equipment and resources available?

### **Clarity**

**/10**

How clearly is the application written? Does it tell a story? Is the research question clear? Is the research plan easy to follow?

### **Cost and Value**

**/10**

Is the project costed accurately and appropriately? Is there sufficient detail to judge where money will be spent? Is it value for money? Please note, whilst overheads are not excluded (provided total cost within the maximum limit), spending a significant amount on overheads will negatively impact on the value for money. Such projects should be marked down for a heavy overhead weighting.

### **Clinical Importance**

**/10**

Will the results of the project lead to a direct benefit for small animal internal medicine and surgery cases? Will it improve diagnosis, improve therapy, improve prognosis etc. Priority will be given to those with an actual clinical application rather than more fundamental science - which is arguably funded well by other agencies.

**Impact for Companion Animals and the veterinary team****/10**

How big is the potential impact? Assess both in terms of number of animals that could benefit and the overall effect (cure vs negligible). The best projects will have significant benefits to a large number of animals (cf a study on an extremely rare condition or in a minor breed associated disease etc.) Will the research outcomes have immediate benefit for the veterinary team in their daily practice?

**Ethics and Welfare****/10**

Does the project conform to National Guidelines on animal use? Will there be ethical review? Have the applicants made every effort to minimise animal use (3Rs - reduction, replacement, refinement)? Are any procedures invasive and can this be justified? Will informed consent be obtained when pet animals are used? Could similar results be obtained with a less invasive study?

**Comments on Project**

Please give a short summary of your opinions on each grant application – i.e. constructive comments that could be fed back to the applicants if necessary.

**Scoring**

Please score 0 out of 10 for each of the above categories. (0 = poor, 10 = perfect) If the application does not conform to the guidelines for submission it should be rejected without assessment. The assessors will get additional input if any project is outside their expertise.

**Conflict of Interest**

Please declare any or all conflicts or perceived conflicts of interest between any assessor, the Board and the applicant. For example, current/past work colleagues, competitor in current research, friend/close acquaintance etc.  
PLEASE DO NOT SCORE ANY PROJECTS WHERE THERE IS A POTENTIAL CONFLICT.