



GRANT PROGRAM APPLICATION GENERAL INFORMATION

The Board reserves the right to reject any and all grant proposals.

PURPOSE: The core purpose of the Illinois Equine Industry Research and Promotion Board (PB) is enhancement of the Illinois equine industry through self-funded programs, projects and activities. Grants to institutions and individuals will be related to equine research, education, and industry enhancements and promotion.

ELIGIBILITY: Any company, institution, group, or individual may apply for funding. Preference will be given to projects benefiting the largest number of people/horses.

TYPES OF SUPPORT: Although the PB wishes to concentrate grants within Illinois, out-of-state grants may be made if matching funds are available and the outcome benefits those in the Illinois equine industry. No indirect or overhead costs will be funded.

REVIEW PROCESS: Projects will be reviewed and grants awarded on a competitive basis. Technical language used in applications must be explained so that a multi-disciplinary committee may understand the proposals.

PROPOSAL GUIDELINES:

1. Use PB research format for research proposals and project format for projects.
2. Submit proposals (all copies) by published deadlines.
3. Submit an original and 12 copies. No electronic copies will be accepted.
4. Use PB formats provided for cover, proposal outline, and budget.
5. Number all pages.
6. Use only one side of paper, double-spaced copy, one-inch margins, 12-point type.

REQUIREMENTS:

1. Project grants require a final report within 30 days of termination of the grant period. Research grants require a final report (containing an executive summary) within six months following the end of the grant period. Research grant reports must use formats acceptable in appropriate scientific journals.
2. Quarterly progress reports are required for research grants and project grants lasting six months or more. Quarterly reports are due within 30 days following the end of the quarter. Photographs of project progress are encouraged.
3. Failure to adhere to the project timeline or failure to submit progress reports on time will make the grantee ineligible for future grants and may result in revocation or repayment of grant funds.
4. Grantees must agree to on-site inspections of funded projects.
5. All grantees will credit the PB as a funding source in printed materials and signs.
6. A contract will be required of all grantees.
7. A background check will be conducted on all grantees.

DUE DATES: Grants will be awarded once annually. Proposals are due by 4:00 p.m. on November 15. When dates fall on a weekend, proposals are due the following Monday.

SEND TO: Illinois Equine Industry Research and Promotion Board
3085 Stevenson Drive, Suite 200
Springfield, IL 62703
Phone (217) 529-6503



FORMAT FOR RESEARCH PROPOSAL COVER SHEET

Please use the format below to provide the information requested.

Research Proposal Submitted for Funding by
the Illinois Equine Industry Research and Promotion Board

Proposal Title

Principal investigator(s), department, university (or other affiliation)

Project dates: (example: 6/1/05 – 5/31/06)

Budget request: (example: \$10,000 yr 1, \$15,000 yr 2)

Project contact:

Name

Street

City, State, Zip

Daytime Phone, Fax

E-mail

Date proposal submitted



FORMAT for RESEARCH PROPOSAL

Please use the format below to provide the information requested.

Proposals not meeting the format will not be considered.

Required: One-inch margins, double-spaced 12-point type, numbered pages not to exceed 10.

Submit original and 12 copies.

1. **Cover page** – use model provided*
2. **Abstract** – place on separate page (limit one page) *
3. **Background** – provide history of the research
4. **Significance** – state potential benefits of the proposed project, including novel ideas
5. **Literature review** – discuss seminal studies only
6. **Hypothesis** – state hypothesis or research question to be studied
7. **Research objective** – explain exactly what you wish to accomplish
8. **Design** – explain the research design
9. **Methods** – describe how you will do the research
10. **Timeline** – outline what happens when
11. **Facilities** – explain which facilities will be used to conduct the research
12. **Vertebrate animals** – provide justification for use, maintenance, procedures, and disposition (an institution's Animal Care and Use Committee and/or Institutional Review Board approval must accompany the application)
13. **Other agencies** – list all other agencies to which this research is or will be proposed
14. **Dissemination of results** – explain your plan to disseminate your findings
15. **Staffing** – include position description and resumes of known staff *
16. **Budget and justification** – use form provided *
17. **Appendix** *
 - Letters of support – persons or groups who support your research, if appropriate
 - Letters of commitment – for example, the Department of Natural Resources if you want to do research involving a state park

** Not included in 10-page limit*

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ILLINOIS EQUINE INDUSTRY
RESEARCH AND PROMOTION BOARD



FORMAT for RESEARCH BUDGET PROPOSAL

*Please use the format below to provide the information requested.
This format is for research budget proposals only; a separate form is provided
for project budget proposals.*

Budget Request for Research Proposal Submitted for Funding by
the Illinois Equine Industry Research and Promotion Board

Budget Category	Yr 1 Total	Yr 2 Total (Add more years if needed)	Other Funds (Contributors and Amounts)	Total IEIR&PB Funds	Total Project Cost
Personnel (salary, fringe benefits) Note % of time PI and Co-PI will contribute to project					
Consultant costs					
Supplies					
Travel					
Equipment					
Other					
TOTAL					

No indirect or overhead costs will be funded.
Please attach a budget justification on a separate sheet.