



*AFSCAN is a ProSalus Foundation initiative that facilitates capacity building in the African community to enhance quality in small companion animal medicine, promoting a One-Health perspective.*

## Applying for an AFSCAN Research Grant

### Terms and Conditions

#### Introduction

AFSCAN will consider a project if the proposal seeks to answer a specific question concerning disease and/or welfare of companion animals relevant to African society and ideally with a One Health perspective. Any person from a Sub-Saharan African Veterinary School or private practice in an **AFSCAN-participating country** is invited to apply. **Applicants must be active members of their National Association.**

The project will need to meet each of the following criteria.

1. Applications should be for funds to support a research project concerning the disease and/or welfare of companion animals relevant to African society, ideally with a One Health perspective.
2. At least one applicant on the proposal must be a qualified veterinary surgeon.
3. The application must be made using the relevant Application Form.
4. AFSCAN can request modifications to the submitted project before approval.
5. The *curriculum vitae* of the primary applicant, together with that of the qualified veterinary surgeon (if different), must be supplied. This should not be longer than two pages, and references should be made only to the most significant publications of the applicant and the veterinary surgeon (if appropriate).
6. The closing date for applications will be indicated when advertised.
7. AFSCAN will not fund any research that utilises experimental animals or where an animal will be harmed

8. All clinical research proposals must have undergone appropriate ethical review. Ethics Committee approval is a prerequisite to receive the grant. The document confirming the approval by a Research Ethics Committee must be provided within five months from the date of the confirmation letter of award of the grant issued by AFSCAN (1 month before the limit period to start the project).
9. The project's start date must be within six 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. The duration of the project is a maximum period of 2 years, with the possibility, under exceptional conditions, of an extension for up to 3 additional months.
10. All clinical research proposal preferable should involve a collaboration between African researchers and researchers with shared interests internationally.
11. The research project budget submitted must be detailed, and items must be explicitly justified in terms of the proposed project's objectives.
12. Any grant awarded by AFSCAN is subject to the AFSCAN Terms & Conditions in force when the grant is 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 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.
13. Modifications to the project (initial plan, number of animals, dates, etc.) cannot be made without AFSCAN's prior consent.

#### 14. Project Expenses

- All expenses related to AFSCAN-funded research projects must prioritise cost-efficiency while adequately meeting project objectives. Only expenses directly tied to the execution of the approved research activities are eligible for reimbursement.
- Any money available cannot be used for staff or students' employment, personal expenses, non-technical or occasional third-party services, civil works, acquisition of publications or travel.

##### 14.1. Eligible Expense Categories

**Human Resources, Travel, Accommodation, and Meals:** Expenses related to personnel, travel, lodging, and meals must be **pre-approved** by the AFSCAN Board. These categories combined must **not exceed 15% of the total project budget**, unless an exception is explicitly granted in advance by the Board.

## 14.2. Travel Guidelines

### a. Regional Travel:

- Use of **local transportation services** (e.g., buses, trains, rideshare services) is preferred.
- **Car rental is discouraged** and should only be used when no viable alternatives exist.

### b. Hotel Accommodation:

- Reimbursement is limited to hotels up to **USD 50 per night**.
- The number of reimbursed nights will correspond to the duration and purpose of the travel.
- Bookings should reflect reasonable and necessary lodging based on travel logistics.

### c. Meals and Daily Expenses:

- A maximum of **USD 50 per day** may be used for meals and incidental expenses.
- **Alcoholic beverages are not eligible** for reimbursement.

## 14.3. Expenses Documentation

### Receipts:

- **Scanned copies of itemised receipts** must be presented with financial reports.
- Receipts should clearly show the itemised goods or services paid for.
- **Credit card statements or transaction slips alone are not acceptable.**

### Record Keeping:

- All receipts and supporting documents must be stored securely by the claimant for a minimum of **7 years**.

## 15. Scientific Report

- Scientific Reports are expected **every six months** after the project's initiation. All reports must be sent by e-mail to Professor Mary Marcondes, [marcondes.mary@gmail.com](mailto:marcondes.mary@gmail.com), with the message's subject indicating **AFSCAN Research Award Report**. Additionally, **the AFSCAN Ambassador of the country must be copied on every email correspondence.**
- A final report must be submitted **no later than two months** after completion of the project.
- All scientific reports (partials and final) must be organised in the following order to serve as a basis for potential publication:
  - Title
  - Name(s) of investigator (s)
  - Introduction
  - Material and methods

- Results
  - Discussion
  - Conclusion
  - References
- The Research Award Progress Report Form must be submitted with all scientific reports.

#### 16. Financial Report

**Every six months**, a detailed financial report must be submitted specifying all the expenses incurred and tallied with the amount received from AFSCAN. Scanned copies of all receipts must accompany the report.

All reports must be sent by e-mail to Professor Mary Marcondes, [marcondes.mary@gmail.com](mailto:marcondes.mary@gmail.com), with the subject of the message indicating **AFSCAN Research Award**. Additionally, **the AFSCAN Ambassador of the country must be copied on every email correspondence.**

#### 17. Research Progress Report must be sent to the AFSCAN Ambassador of the country.

Per the project's timeline, progress summaries must be sent to the AFSCAN Ambassador at designated intervals. Updates should be provided **every three months** for one-year-long projects, **every four months** for projects spanning 1.5 years, and **every six months** for those with a two-year duration. These updates keep all stakeholders informed about the project's advancements and achievements.

#### 18. Mentoring

As further assistance, AFSCAN can allocate a mentor/tutor for funded projects. The mentor/tutor will be responsible for working closely with the researcher, providing advice, sharing knowledge, discussing results, and indicating possible ways for publication (congresses and/or scientific journals).

#### 19. Publications and Publicity

Results of all funded projects must be submitted for presentation at a WSAVA Congress or a National Congress and for publication as an article in a scientific journal **no later than 12 months** after completing the project. Documents confirming submission must be sent by e-mail to Professor Mary Marcondes, [marcondes.mary@gmail.com](mailto:marcondes.mary@gmail.com), with the subject of the message clearly indicating **AFSCAN Research Award**.

- 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 presentations and publications.** Suggested wording being: *"This study was funded by the African Small Companion Animal Network (AFSCAN) – a project of the ProSalus Foundation."*
- A part of AFSCAN grants can be used to fund publication costs. We suggest that researchers already have in mind which journal the article can be published in and inform the amount charged by the journal at the time of project submission. This amount will be taken from the US\$10,000.

## **20. 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).

## **21. 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.

## **22. 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 needs to be invoiced for the value of the grant awarded. The nature of the award made will determine this. If the award is, for example, solely for a piece of equipment, then the entire amount may be claimed initially. If, however, the award is for project consumables, and the project is destined to run over two years, then invoicing should be made on a yearly basis for those consumables required in the year, with the presentation of a detailed budget.
- Grant recipients must 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 because of such a move or transfer. If 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 Mary Marcondes, [marcondes.mary@gmail.com](mailto:marcondes.mary@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 3 months of the end of the project will be forfeited and the money used for funding future grants.

### **23. Termination of a Grant**

- An award may be terminated by the mutual agreement of AFSCAN and recipient (s). In this case, the total amount received by the recipient (s) must be returned to AFSCAN within 2 months.
- If the initial annual progress report is deemed unsatisfactory, AFSCAN reserves the right to terminate the award and not fund the second year. In this case, the total amount received by the recipients (s) must be returned to AFSCAN within 2 months.
- If the final scientific report is deemed unsatisfactory, the total amount received by the recipients (s) must be returned to AFSCAN within 2 months.

**24.** If a granted project remains unpublished or is not presented at a conference within two years following the submission of the final report, or if the project remains unfinished, the

country may be disqualified from applying for future grants for a period of three years. However, if the situation re-occurs, then the country may well be precluded from seeking any further additional grants.

**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 the authorised representative of the institution/practice:

Print Name:

Date:

**Each page of this document must be initialed by the grant recipient.**