**SCAS RESEARCH FUNDING – GUIDANCE FOR APPLICANTS**

If your question is not answered here, or within the frequently asked questions document, please do contact the
Society for Companion Animal Studies (SCAS) by email info@scas.org.uk

This document provides guidance on completing the online application for SCAS funding for research related to the human-animal bond and should be read in conjunction with completing the online form.

**SECTION 1: PROJECT SUMMARY**

**1.1 Proposed study**

**PROJECT TITLE:** Please give a clear and concise title of the proposed research study. This should be understandable to a lay audience.

**LAY SUMMARY OF PROJECT:** Please provide a short (350 word) summary of the proposed study. Reviewers may not have specialist knowledge of your field so this summary should be presented in plain English. We will use this summary to publicise your research on our website if your application is successful. When writing this summary you should include the background to the research, the aims of the study, design and methods used and how you plan to disseminate findings. You can find further information on writing lay summaries on the INVOLVE website.

**PROJECT DURATION:** Please include the total duration of your proposed study in months (maximum 12 months). Please remember you should make sure you have enough time to include all the elements of your study including obtaining relevant ethical approvals and writing the final report.

**PROPOSED START DATE:** Provide your anticipated start date for the study (no later than September 2024).

**TOTAL AMOUNT REQUESTED:** The total amount of funding requested which should reflect the figures presented in 3.1 and 3.2.

**LEAD ORGANISATION:** Please include details of the organisation that will host your study should the application be successful.

**HAVE YOU APPLIED TO SCAS BEFORE FOR THIS STUDY:** Please provide information on any previous applications to SCAS for the proposed study along with the outcome of those applications and associated reference numbers.

**HAVE YOU APPLIED TO ANY OTHER FUNDERS FOR THIS STUDY:** Please provide information on any previous applications to other funders for the proposed

study along with the outcome of those applications and any associated reference numbers.

## 1.2 Details of lead applicant/corresponding applicant

**NAME:** Include the full name (including title) of the lead/corresponding applicant

**QUALIFICATIONS:** Include all qualifications of the lead/corresponding applicant.

**ORGANISATION:** Provide the name of the organisation that the lead/corresponding applicant is applying through.

**ADDRESS:** Provide the full postal address for the organisation that the lead/corresponding applicant is applying through.

**TELEPHONE NUMBER:** Provide the telephone number that the lead/corresponding applicant can be contacted on for queries about the application.

**EMAIL:** Provide the email address that the lead/corresponding applicant can be contacted on for queries about the application.

**SPECIFY ROLE IN RESEARCH:** Please specify in 200 words the role that the lead/corresponding applicant will have in the research. This can be elaborated further in section 2.1 Research Plan under the research expertise and management sub-sections.

## 1.3 Details of any partner organisations

Please include detail in this section on any partner organisations and their role in the proposed study.

## 1.4 Details of any co-applicants

Please include detail in this section on any co-applicants who will be involved in delivering the study and describe their role in the proposed project.

## 1.5 Type of funding

Please specify the type of funding you are applying for.

## SECTION 2: PROJECT DETAILS

### 2.1: Detailed project plan

Using all of the headings in the order presented below, please use this section to clearly describe your proposed study. Tables, illustrations and graphs can be used to further demonstrate the research plan but should not detract from the main text.

Please ensure the information provided is accurate, concise, clearly laid out and gives sufficient detail for the funding panel to consider the methodological quality of the study. The word limit for the research plan is 2500 words. References provided in APA format and limited to one page should be included as an attachment to the application.

*Background and rationale*

Ensure you provide sufficient detail on the nature of the study and how this will fill a gap in current evidence. Outline a clear need for the study based on current research and describe the potential for impact on people and animals as well as health and care services.

*Links to SCAS objectives*

Ensure your application outlines clearly how the proposed study addresses the key objectives of SCAS:
- Advance the understanding of relationships between people and companion animals
- Promote the quality of live of people and companion animals by encouraging responsible attitudes
- Disseminate information about human/companion animal relationships

We are currently prioritising applications for research which promote **One health, one welfare**
- Ethical considerations in animal assistance
- Training and certification of therapy and service animals
- Health and well-being of animals and their human counterparts
- Policy development and regulatory frameworks
- Innovations in animal-assisted interventions
- Accessibility and inclusivity in animal assistance program

*Aims and objectives*

Please clearly state the overarching aims/objectives of the proposed research and include key research questions and where relevant any hypotheses to be tested.

*Research plan*

You should ensure you dedicate sufficient word count to this section to ensure the review panel can fully assess your proposed methods.

Describe the proposed methodology and how these will address the project's aims/objectives. Include information on particular methodological approaches and why these have been chosen using references to support these decisions. Please include information on decisions relating to sample size, inclusion/exclusion criteria/recruitment and sampling, data collection approaches and analytical approaches where relevant.

*Dissemination and impact*

Please consider who the beneficiaries of the studies are, how relevant stakeholders will find out about the study and what the potential impact of your study is on people, animals and other relevant organisations. Applicants are advised to consider traditional (e.g. journal articles) and non-traditional dissemination pathways (e.g. blogs, podcasts etc.) in order to ensure optimal pathways to impact.

*Management*

Describe the management structures and processes to ensure the project runs to time and to protocol.

*Ethical considerations and approvals required*

Please outline the relevant ethical considerations of your proposed research and how these will be addressed. Please refer to the BPS guidelines for the undertaking of ethical research [https://www.bps.org.uk/news-and-policy/bps-code-human-research-ethics-2nd-edition-2014]. Please also identify the ethical approvals that will be required and when these will be obtained.

*Patient and Public Involvement*

Describe the ways in which patients and the public will be involved in your research project.

*Research expertise*

Justify why your proposed team is best placed to deliver the research study drawing on relevant skills, experiences and track records.

*Success criteria and barriers to proposed work*

Please include information on the criteria against which you will consider your study to have been successful and outlines any potential barriers to your study and how you plan to address them.

## SECTION 3: DETAILED BUDGET

### 3.1 Detailed budget breakdown

Provide a detailed budget breakdown providing detail against each heading. Provide additional heading as necessary. Total amounts should correspond with 3.2 and 1.1.

### 3.2 Justification of resources

Please provide a breakdown of the costs implicating in undertaking your proposed study and provide justification for the resources requested including:
1. Staff costs
2. Travel subsistence and conference fees
3. Dissemination costs
4. Equipment
5. Consumables
6. Patient and public involvement
7. Any other direct costs

Please use this section to justify how your project represents value for money. Word limit: 500 words.

**SECTION 4 APPROVALS AND DECLARATIONS**

Please ensure the appropriate people in your organisation sign the relevant sections. Include details on any conflicts of interest or include the statement 'I declare on behalf of the study team that we have no conflicts of interest'.