

Terms of Reference for the
Western College of Veterinary Medicine
Companion Animal Health Fund

Last Revised: October 2011

Approved at the WCVM Faculty Meeting of January 4, 2012

- 1.1 In this document, ‘CAHF’ or ‘the Fund’ means the Companion Animal Health Fund; ‘WCVN’ or ‘the College’ means the Western College of Veterinary Medicine; ‘the Management Committee’ or ‘the Committee’ means the Companion Animal Health Fund Management Committee; ‘the Advisory Board’ or ‘the Board’ means the Companion Animal Health Fund Advisory Board; ‘Fellowship’ means a Companion Animal Health Fund Fellowship; and ‘Fellow’ means a Companion Animal Health Fund Fellow.

The CAHF is a trust fund under the authority of the Board of Governors of the University of Saskatchewan. The Management Committee, defined and described in Article 4, is a committee of the faculty of the WCVN. The work of the Management Committee is aided by the Advisory Board which is defined and described in Article 5.

This document, containing Articles 1 through 8, was approved by the WCVN faculty at a meeting held on, January 4, 2012, and supersedes all documents of an earlier date.

2.0 Purpose

The purpose of the CAHF is to support advanced training in companion animal veterinary science and original companion animal research at the WCVN.

3.0 Goals

The goals of the CAHF are to:

- 3.1 support advanced training of graduate veterinarians in companion animal veterinary science and research through the Companion Animal Health Fund Fellowship Program;
- 3.2 provide grants and awards to support and encourage research relating to companion animal health; and
- 3.3 provide information relating to the health, management, and welfare of companion animals to veterinary practitioners and companion animal owners.

4.0 Governance: Terms of Reference for the Companion Animal Health Fund Management Committee.

The activities of the WCVN CAHF will be directed by the Companion Animal Health Fund Management Committee. The CAHF Management Committee is a committee of the WCVN faculty.

4.1 Membership of the Committee

Most members of the Management Committee are volunteers who are invited to serve by the existing Committee.

- 4.1.1 Normally, there are about eight invited members on the Committee. Invited members serve for a period of two years and may serve consecutive terms.
- 4.1.2 In addition to members who are invited to serve by the Committee, the Dean and Associate Dean (Research) are *ex officio* voting members, and the Director of Finance and Administration of the WCVM is an *ex officio* nonvoting member.
- 4.1.3 An undergraduate member at large will be recommended by clinical faculty. The member will be a second or third year student.
- 4.1.4 A graduate student member at large will be selected by the Dean's office from names recommended by Departments. The member will be in their second or later years of their program.
- 4.1.5 The managing editor of *Vet Topics* and the Alumni and Development Officer will be *ex officio* and a nonvoting member of the Committee.
- 4.1.6 The secretary of the Associate Dean (Research) will be *ex officio* and a nonvoting member of the Committee, and will serve as secretary.
- 4.1.7 The Chair of the Committee will be elected annually by the voting members of the Committee at the first meeting following appointment of the members.
- 4.1.8 The membership and Chair of the Committee will be reviewed annually.

4.2 Functions of the Committee

4.2.1 Administrative

The Committee, in consultation with the Associate Dean (Research) of the WCVM, will annually review the:

- 4.2.1.1 purpose (Article 2), goals (Article 3), and priorities for the use of the CAHF in consultation with the Companion Animal Health Fund Advisory Board and others;

- 4.2.1.2 Terms of Reference of the Management Committee (Article 4) and Advisory Board (Article 5);
- 4.2.1.3 Companion Animal Health Fund Fellowship Program (Article 6);
- 4.2.1.4 guidelines for the application and allocation of grants in aid of research from the CAHF and make the decision about the total amount of funds available for funding the grant applications (Article 7);
- 4.2.1.5 the Committee will request the Dean's Office of the WCVM to prepare (a) an annual financial statement and (b) an annual budget for the Fund, with the Fund's fiscal year being January 1 to December 31. The Committee will be responsible for the approval and distribution of both documents, including presenting both documents to the Advisory Board for receipt.

4.2.2 Fund Raising

The committee, in consultation with the College Alumni and Development Officer and Associate Dean (Research) of the WCVM will annually review donations coming into the fund and fund raising activities. All donations are processed through the U of S Alumni and Development Office and WCVM Dean's Office.

4.2.3 Communications

The Committee will be responsible for disseminating information which is deemed important in promoting the financial stability of the Fund. This information may include, but will not be limited to, fund raising and the allocation of funds. *Vet Topics* is one form of communication.

5.0 Terms of Reference for the WCVM Companion Animal Health Fund Advisory Board

The CAHF Advisory Board exists to provide guidance and assistance to the CAHF Management Committee.

5.1 Membership of the Board

- 5.1.1 Members of the Board will be appointed by the Dean of the WCVM upon the recommendation of the CAHF Management Committee.

- 5.1.2 Appointments are normally made for a period of three years and are renewable.
- 5.1.3 The Board will consist of:
 - 5.1.3.1 representatives of the Veterinary profession and lay people from each of the four western provinces;
 - 5.1.3.2 the Dean and Associate Dean (Research) of the WCVM (*ex officio*);
 - 5.1.3.3 the Chair of the CAHF Management Committee (*ex officio*);
 - 5.1.3.4 the Director of Finance and Administration, WCVM, who will be a non-voting member of the Board and normally act as secretary; and
 - 5.1.3.5 the managing editor of *Vet Topics* and the Alumni and Development Officer will be *ex officio* and a nonvoting member of the Board.
- 5.1.4 Meetings of the CAHF Advisory Board may be chaired by the Dean or Associate Dean (Research), WCVM, or the Chair of the CAHF Management Committee.

5.2 Meetings

There will be at least one meeting of the Board each year. Normally, the meeting will occur within the three months following of fiscal year end, i.e., in January, February, or March. Members of the Management Committee are invited to attend.

5.3 Functions of the Board

The Board will:

- 5.3.1 provide liaison between the companion animal interests in western Canada and the WCVM Management Committee;
- 5.3.2 assist with fund raising;
- 5.3.3 advise the Management Committee with respect to priorities for the use of the Fund; and,

- 5.3.4 at the first meeting of each year, receive, review, and comment on:
 - 5.3.4.1 the report of the activities of the CAHF Management Committee;
 - 5.3.4.2 the financial statement for the Fund;
 - 5.3.4.3 the report on the fund-raising activities of the Fund;
 - 5.3.4.4 the report on the CAHF Fellowship Program;
 - 5.3.4.5 the applications for grants in aid of research for the current year;
 - 5.3.4.6 the research grant progress reports;
 - 5.3.4.7 the proposed budget for the Fund for the current fiscal year.

6.0 The Companion Animal Health Fund Fellowship Program

Support of the CAHF Fellowship Program is the highest priority of the Fund.

6.1 Objective

The objective of the CAHF Fellowship Program is to improve the health and health care of companion animals in western Canada through the development of specialists in companion animal veterinary science.

6.2 Roles of the CAHF Management Committee

It is the responsibility of the Committee to:

- 6.2.1 determine, at the fall meeting of the committee, the number of Fellows to be supported and, in consultation with the Associate Dean (Research), seek nominations of suitable candidates for appointment as CAHF Fellows. The Associate Dean (Research) will send out a letter of solicitation. Nominations should be accompanied by a letters of recommendation from the nominee's supervisor, and one other faculty and a brief CV (no more than 3 pages) of the nominee, and a letter from the candidate stating goals and vision. Nominations will be received until March 15, through Department Heads;
- 6.2.2. ensure Fellows have program support similar to that provided to WCVM graduate students receiving Interprovincial Graduate Student Fellowships,

e.g., appointment to the most appropriate college department, an advisory committee, and a supervisor; and

6.2.3 provide funding for the salary, an approved research project (if required), and travel to appropriate scientific meetings.

6.2.3.1 In general, the amount of the Fellowship stipend will be at least equivalent to that of the Interprovincial Graduate Student Fellowship.

6.2.3.2 The program or research supervisor of each Fellow will be awarded funds to support the Fellow's research provided that the proposed research is in accordance with the CAHF guidelines and, if appropriate, receives approval by the University Committee on Animal Care and Supply. Suitable applications will be given first priority for research funding in the annual competition.

6.2.3.3 Each Fellow will be provided with a travel grant equal to that provided by an Interprovincial Graduate Student Fellowship. The purpose of the grant is to allow a Fellow to attend a scientific meeting at which the Fellow would be encouraged to present a paper or poster concerning a case report, case series, retrospective study, or the results of their research project. These travel grants can be carried over from one year to the next. A letter of support from the chair of the Fellow's advisory committee must accompany the application for funds.

6.3 Conditions of appointment of CAHF Fellows

6.3.1 A Fellow must be a graduate of a recognized program in veterinary medicine.

6.3.2 A Fellowship will normally be of three years' duration, but in exceptional circumstances may be extended to a maximum of five years. An appointment is made for a period of one year, is renewable, but contingent on the satisfactory performance of the Fellow.

6.3.3 Renewal decisions will be made by the CAHF Management Committee, in consultation with each Fellow's Advisory Committee, and the Associate Dean (Research) of the WCVM.

6.3.4 Normally, Fellows will register in a postgraduate degree program with the College of Graduate Studies and Research. However, it is envisioned that some Fellows will not pursue a postgraduate degree at the University of Saskatchewan and it may be appropriate for a Fellow to, instead, enroll in a training program qualifying the Fellow to sit the certifying examination of a specialty organization recognized by the American Veterinary Medical Association .

6.4 Responsibilities of the WCVM Department Hosting a Fellow

6.4.1 To appoint each Fellow in the department according to the provisions outlined in the Calendar of College of Graduate Studies and Research, University of Saskatchewan, and in this document.

6.4.2 Where appropriate, to ensure that a Fellow is enrolled in a postgraduate degree program with the College of Graduate Studies and Research, or a training program qualifying the Follow to sit the certifying examination of a specialty organization recognized by the American Veterinary Medical Association.

6.4.3 To ensure adequate supervision and encourage certification of the Fellow by the appropriate specialty organization (i.e. board or college).

6.4.4 To ensure an orientation program is offered to new Fellows including an introduction to the structure of the host department, all other college departments and their faculty, the Veterinary Teaching Hospital, the College of Graduate Studies and Research and its procedures and, if appropriate, campus facilities, and housing in Saskatoon.

6.4.5 To assist each Fellow to develop expertise in companion animal health sciences and offer formal postgraduate courses to the Fellows.

6.4.6 To establish research programs important to the companion animal industry in western Canada to which Fellows may contribute.

6.4.7 To encourage each Fellow to participate in the teaching program of the host department and to ensure that each Fellow has opportunity for contact with the faculty from other departments.

6.4.8 To ensure that each Fellow takes advantage of available instruction in basic research techniques, experimental design, statistics, scientific writing, and the evaluation of scientific papers.

6.4.9 Others, as may be suggested by the WCVM CAHF Management Committee.

6.5 Responsibilities of the Advisory Committee of each Fellow

- 6.5.1. Each Fellow's Advisory Committee will consist of one or more of the following. The Head or Graduate Chair of the host Department, who will be chair of the Advisory Committee; the Fellow's program supervisor; the Fellow's research supervisor; and other members considered appropriate by the Fellow and the Advisory Committee chair.
- 6.5.2 The chair of each Fellow's Advisory Committee, in consultation with the program supervisor will be responsible for calling meetings of the advisory committee at least every six months to discuss progress, problems, and requirements. The first such meeting should be held as soon as possible and no later than 45 days after the arrival of a Fellow at the WCVI.
- 6.5.3 The advisory committee should encourage independent study on the part of each Fellow, assist in formulating a long-term plan to meet individual objectives, facilitate enrolment in the College of Graduate Studies and Research, advise on course selection ensuring that instruction in fundamental research technique is included.
- 6.5.4 The program supervisor will:
 - 6.5.4.1 be the day-to-day liaison person with whom academic, clinical, administrative, and research issues should be discussed;
 - 6.5.4.2 assist each Fellow in the selection and the execution of the project.

6.6 Responsibilities of each Fellow

- 6.6.1 During his/her appointment, each Fellow will complete a suitable scholarly project approved in advance by his/her supervisor or supervising body, the CAHF Management Committee, and, where appropriate, the University Committee on Animal Care and Supply.
- 6.6.2 Each Fellow, in consultation with the department head or graduate chair, may suggest faculty members to serve on his/her advisory committee.
- 6.6.3 At the first meeting of his/her advisory committee, each Fellow must state the objectives of their academic and research programs. Together with the Advisory Committee, Fellows will formulate a long term plan to achieve

these objectives. The plan may be changed, if necessary, in consultation with the advisory committee.

- 6.6.4 Fellows are responsible for the after-hours and weekend duties assigned by their department head.
- 6.6.5. Fellows are expected to submit at least one scientific article suitable for publication in a refereed journal. This article may be a case study, a case series, a retrospective study, a review article, or the results of the research project.
- 6.6.6 Fellows will participate in the Fund's communication and development activities as agreed upon between the Chair of the CAHF Management Committee and each Fellow's program supervisor. All Fellows will contribute at least one article to *Vet Topics* and should expect to present a summary of their work to the Advisory Board and similar groups.
- 6.6.7 Others, as required by the WCVN CAHF Management Committee.

7.0 Grants in Aid of Research

In cooperation with the Associate Dean (Research) of the WCVN, and with the guidance the CAHF Advisory Board, the Management Committee will solicit applications for grants in aid of research, have the grants reviewed and ranked in priority, and allocate funds in accordance with the guidelines set out below.

7.1 Solicitation and Requirements of Applications

- 7.1.1 On an annual basis, the Management Committee will ask the Associate Dean (Research) of the WCVN to receive applications for grants in aid of research.
- 7.1.2 The deadline for receipt of applications will be October 15, except on occasions when October 15 is a Saturday or Sunday. On these occasions, the deadline will be the first Monday following October 15.
- 7.1.3 Application forms will be available from the WCVN Research Office. The forms will be available on paper and electronically. All applications must use the format and follow the instructions provided with the application form. Completed applications should be submitted as a hard copy.

- 7.1.4 Only faculty members of the WCVM are eligible to hold grants from the CAHF. The Fund allows and encourages people who are not WCVM faculty members to serve as co-applicants and collaborators.
- 7.1.5 Ordinarily, only requests for grants up to \$20,000 will be considered. Budget items will receive approval in the following order of priority:
 - 7.1.5.1 materials, supplies, animals, laboratory services, and animal housing;
 - 7.1.5.2 salaries (e.g., undergraduate student or technician salaries);
 - 7.1.5.3 travel assistance, of up to \$500.00, to attend an appropriate scientific meeting if presenting the results of a study, and publication costs, of up to \$500.00, to assist with the cost of having the results appear in an appropriate journal. Funds for publication costs will not be released with the research grant but upon request when papers are accepted for publication .

7.1.5.4 equipment.

7.2 Review of Applications and Criteria for Priority

Applications for grants in aid of research will be submitted to the Associate Dean (Research) who will establish an expert panel to review the applications for their scientific merit, relevance, and compatibility with the research priorities of the Fund. The Expert Review Panel will consist of the Associate Dean (Research) as convener, a faculty member from the WCVM who is not applying for a grant and 3 external reviewers selected largely from veterinary researchers in Canada. Members of the Management Committee are invited to suggest names of reviewers for consideration by the Associate Dean (Research). Review by the panel of experts will be followed by a review by the Board.

- 7.2.1. Applications will receive greater consideration if, in descending order of importance, they represent projects of, or involving:
 - 7.2.1.1 high scientific merit and appropriate budget;
 - 7.2.1.2 a CAHF Fellow;
 - 7.2.1.3 WCVM graduate student(s);
 - 7.2.1.4 WCVM undergraduate students;

- 7.2.1.5 newly appointed WCVM faculty; and
- 7.2.1.6 studies with potential for future external funding.
- 7.2.2 Failure of an CAHF grant holder to comply with the reporting requirements outlined in the grant application will be considered in the evaluation of subsequent applications to the Fund.
- 7.3 Allocation of Funds, Conditions of Award, and Reporting Requirements
 - 7.3.1 Final decisions about funding grant applications are made by the Expert Review Panel after receiving input from the Board. Decisions will be made as soon as possible after the meeting of the Advisory Board and, normally, by April 1 of the year following the application deadline.
 - 7.3.2 The following will be made available to the management committee for information for the committee's March meeting:
 - 7.3.2.1 summaries of all grant applications received on or before the most recent deadline,
 - 7.3.2.2 the final ranked list of applications, showing funding decisions.
 - 7.3.3 Funds are approved with the understanding that attempts have been or will be made to secure external funding for support wherever possible.
 - 7.3.4 Research projects will normally be funded on an annual basis.
 - 7.3.5 All expenditures must be consistent with the research budget set out in the grant application.
 - 7.3.6 Unexpended funds will be returned to the CAHF after three years from the date of the award unless a written request for an extension is received and approved by the Associate Dean (Research).
 - 7.3.7 Any over expenditure of funds is the sole responsibility of the applicant.
 - 7.3.8 Recipients of grants in aid of research from the Fund are required to formally acknowledge the financial support of the Fund in any presentation and publication of the results of the research, and to submit to the Associate Dean (Research), WCVM:
 - 7.3.8.1 By October 15 of each year, a brief (not more than 400 words) progress report written in lay language that includes

any deviation from the original research plan or proposed budget, and a justification for the changes and a brief report on the financial statement;

7.3.8.2 upon completion of the research, a brief (not more than 400 words) final report written in lay language; and

7.3.8.3 a copy of the published paper(s) describing research supported by the Fund.

7.3.9 Failure to comply with the above conditions, including the timely submission of a final report, will adversely affect future applications to the Fund (see Article 7.2.2).

8.0 Calendar of CAHF Events

Fall - Management Committee will meet to:

- a) introduce new committee members
- b) review terms of reference and fund-raising
- c) determine the number of Fellows to be supported during the next fiscal year.

October 15 - Deadline for new grant applications and existing grant progress reports

November/December - Expert panel will review grants

March 15 - Deadline for Fellowship application

January - Management Committee will meet to set agenda for Advisory Board meeting.

February - Advisory Board Meeting

April 1 - Grant application notification