

Terms of Reference for the

Western College of Veterinary Medicine

Townsend Equine Health Research Fund

Last Revised: May 2018

Approved at the WCVM Faculty Meeting of June 18, 2018

## 1. Preamble

1.1. In this document, 'TEHRF' or 'the Fund' means the Townsend Equine Health Research Fund; 'WCVM' or 'the College' means the Western College of Veterinary Medicine; 'the Management Committee' or 'the Committee' means the Townsend Equine Health Research Fund Management Committee; 'the Advisory Board' or 'the Board' means the Townsend Equine Health Research Fund Advisory Board. The TEHRF 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 WCVM. 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 9, was approved by the WCVM faculty at a meeting held on June 18, 2018 and supersedes all documents of an earlier date.

## 1.2. History

In 1975, a review committee consisting of members of the WCVM, horse owners, and veterinarians recognized the importance of horses to western Canadians and the western Canadian economy. The committee indicated that equine studies and research should receive greater emphasis at the WCVM. However, it was acknowledged that funds available to support this objective were severely limited. Therefore, it was proposed that the goal of increasing equine research and advanced training in equine clinical studies at the WCVM be achieved through the creation of a fund supported by the equine industry. The Equine Health Research Fund (EHRF) was subsequently established in 1977. In 2016, the fund was renamed the Townsend Equine Health Research fund in honour of Dr Hugh Townsend.

Initially, the highest priority of the Fund was the initiation of the EHRF Fellowship Program to provide financial support for an equine resident/graduate student. The other stated purpose of the Fund was the provision of grants to enable WCVM faculty members to conduct original research related to the horse. From 1977 until the mid-1980s, the Fund also supported the WCVM Equine Nutrition Research Program. These activities were aimed at improving the health and health care of horses in western Canada.

In 2017, it was decided to divide the funds used to support a single Fellow into multiple TEHRF Graduate Student Tuition Scholarship Awards. These awards are for graduate students performing equine research at WCVM and provide complete coverage of their tuition fees during the corresponding academic year. In addition, the goal of this prestigious TEHRF Scholarship Award is to encourage Equine Research in the areas of Basic Sciences and Clinical Research throughout the WCVM.

*Horse Health Lines*, the Fund's newsletter, was first published in June 1981 with the purpose of providing current information on horse health topics of interest to the western Canadian equine industry. Emphasis was to be given to the results of research supported by the TEHRF and other news related to the Fund. *Horse Health Lines* continues to be a means of communication for the Fund.

In 1994, the Fund established an undergraduate student scholarship (TEHRF Undergraduate Student Research Scholarship) to support an undergraduate veterinary student during summers. Under the supervision of a WCVF faculty advisor, the student conducts research relating to horse health or welfare. Through their summer experience, students are exposed to careers in equine practice or research. The TEHRF Undergraduate Student Externship Award provides support for an undergraduate veterinary student to participate in an externship in their fourth year.

## 2. Purpose

The purpose of the TEHRF is to support advanced training in equine veterinary science and original equine research at the WCVF.

## 3. Goals

The goals of the TEHRF are to:

- 3.1. Support advanced training of graduate veterinarians in equine veterinary science and research through the Townsend Equine Health Research Fund Fellowship Program;
- 3.2. Provide grants and awards to support and encourage research relating to equine health;
- 3.3. Encourage undergraduate veterinary student interest in equine research through undergraduate student scholarships and other activities; and
- 3.4. Provide information relating to the health, management, and welfare of horses to veterinary practitioners and horse owners.

## 4. Governance

The activities of the WCVF TEHRF will be directed by the Townsend Equine Health Research Fund Management Committee. The TEHRF Management Committee is a committee of the WCVF faculty.

### 4.1. Membership of the Committee

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

- 4.1.1. Normally, there are eight invited members on the Committee. Invited members serve for a period of two years and may serve consecutive terms.

- 4.1.2. 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.
- 4.1.3. 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.
- 4.1.4. The Equine Club, an association of WCVM undergraduate students, will be invited to select a representative to serve on the Committee as a voting member and liaison between the two groups.
- 4.1.5. The managing editor of *Horse Health Lines* and the Alumni and Development Officer will be ex officio and nonvoting members 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 every two years by the voting members of the Committee at the first meeting following appointment of the members.
- 4.1.8. The Vice-Chair of the Committee will be elected every two years by the voting members of the Committee at the first meeting following appointment of the members. After the second year in the position the Vice Chairman will be eligible to become the new Chair.
- 4.1.9. The membership, Chair and Vice-Chair of the Committee will be reviewed annually to account for sabbatical or other leaves.

#### 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 TEHRF in consultation with the TEHRF 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. Guidelines for the application and allocation of grants in aid of research from the TEHRF and make the decision about the total amount of funds available for funding the grant applications (Article 6);
- 4.2.1.4. The TEHRF Graduate Student Tuition Scholarship Awards (Article 7);
- 4.2.1.5. The TEHRF Undergraduate Student Research Scholarship program (Article 8); and the TEHRF Undergraduate Student Externship Award (Article 9).
- 4.2.1.6. 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 Associate Dean

Research will be responsible for the approval and distribution of both documents to the Committee as well as presenting both documents to the Advisory Board for receipt.

4.2.1.7. The Associate Dean Research and the Chief Financial Officer of the WCVM will annually determine the amount of money available for grants in aid of research.

4.2.1.8. The Chair of the TEHRF will strike a subcommittee as needed to develop a 5 year plan for the Fund. Feedback on the plan will be requested from the Advisory Board.

#### 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. *Horse Health Lines* is one form of communication.

### 5. Terms of Reference for the WCVM Townsend Equine Health Research Fund Advisory Board

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

5.1.2. Nominees or the person nominating a candidate will submit a letter of interests and intent to the Committee.

5.1.3. The Board will consist of:

5.1.3.1. Two representatives from each of the four western provinces, ideally one representative will be an equine veterinarian and one will be someone directly involved in the equine industry;

5.1.3.1.1. Each representative will serve a 6 year term. Terms will be staggered so that provincial representation changes every 3 years.

5.1.3.1.2. Representatives may serve consecutive terms at the discretion of the Management Committee.

5.1.3.1.3. Upon appointment to the Board, new representatives will receive a welcome and information package.

- 5.1.3.1.4. If a representative is unable to attend the yearly advisory meeting for 2 consecutive years, their appointment will be reviewed by the Management Committee and they may be asked to resign by the Dean of the WCVM.
- 5.1.3.2. The Dean and Associate Dean (Research) of the WCVM (ex officio);
- 5.1.3.3. The Chair of the TEHRF 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
- 5.1.3.5. The managing editor of *Horse Health Lines* and the Alumni and Development Officer will be ex officio and nonvoting members of the Board.
- 5.1.4. Meetings of the TEHRF Advisory Board may be chaired by the Dean or Associate Dean (Research), WCVM, or the Chair of the TEHRF 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 the fiscal year end, i.e., in January, February, or March.

## 5.3. Functions of the Board

The Board will:

- 5.3.1. Provide liaison between the equine 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. A report of the activities of the TEHRF Management Committee;
  - 5.3.4.2. A financial statement for the Fund;
  - 5.3.4.3. A report on the fund-raising activities of the Fund;
  - 5.3.4.4. A report on the TEHRF Graduate Student Tuition Scholarship Program, the TEHRF Graduate Student Research Awards, the TEHRF Undergraduate Student Research Scholarship and the TEHRF Undergraduate Student Externship Award.
  - 5.3.4.5. A summary of the applications for grants in aid of research for the current year;
  - 5.3.4.6. The proposed budget for the Fund for the current fiscal year.

## 6. Grants in Aid of Research

In cooperation with the Associate Dean (Research) of the WCVM, and with guidance from the TEHRF Advisory Board, the Fund 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.

#### 6.1. Solicitation and Requirements of Applications

- 6.1.1. On an annual basis, the Fund will ask the Associate Dean (Research) of the WCVM to receive applications for grants in aid of research.
- 6.1.2. 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.
- 6.1.3. Application forms will be available from the WCVM 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.
- 6.1.4. Only faculty members of the WCVM are eligible to hold grants from the TEHRF. The Fund allows and encourages people who are not WCVM faculty members to serve as co-applicants and collaborators.
- 6.1.5. Ordinarily, only requests for grants up to \$30,000 will be considered. Budget items will receive approval in the following order of priority:
  - 6.1.5.1. materials, supplies, animals, and animal housing;
  - 6.1.5.2. salaries (e.g., undergraduate student or technician salaries);
  - 6.1.5.3. travel assistance, of up to \$500.00, to attend an appropriate scientific meeting if presenting the results of the 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 would not be released with the research grant but upon request as and when publications are completed; and
  - 6.1.5.4. equipment.

#### 6.2. 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. Applicants are required 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.

- 6.2.1. Applications will receive greater consideration if, in descending order of importance, they represent projects of, or involving:
  - 6.2.1.1. High scientific merit and appropriate budget;
  - 6.2.1.2. WCVM graduate student(s);

- 6.2.1.3. WCVI undergraduate students; and
- 6.2.1.4. Newly appointed WCVI faculty.
- 6.2.1.5. Studies with potential for future external funding.

6.2.2. Failure of a TEHRF 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.

### 6.3. Allocation of Funds, Conditions of Award, and Reporting Requirements

- 6.3.1. Final decisions about funding grant applications are made by the Associate Dean Research based on the advice of the Expert Review Committee and Board. Decisions will be made as soon as possible after the meeting of the Advisory Board and, normally, by March 1 of the year following the application deadline.
- 6.3.2. The following will be made available to the Management Committee for information for the committee's March meeting:
  - 6.3.2.1. Summaries of all grant applications received on or before the most recent deadline,
  - 6.3.2.2. The final ranked list of applications, showing funding decisions.
- 6.3.3. Funds are approved with the understanding that attempts have been or will be made to secure external funding for support wherever possible.
- 6.3.4. Research projects will normally be funded on an annual basis.
- 6.3.5. All expenditures must be consistent with the research and spending plan set out in the research grant application.
- 6.3.6. Unexpended funds will be returned to the TEHRF 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).
- 6.3.7. Any over expenditure of funds is the sole responsibility of the applicant.
- 6.3.8. 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), WCVI:
  - 6.3.8.1. By May 1 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 financial statement report;
  - 6.3.8.2. Upon completion of the research, a brief (not more than 400 words) final report written in lay language; and a copy of the published paper(s) describing research supported by the Fund.
- 6.3.9. 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 6.2.2).



## 7. TEHRF Graduate Student Tuition Scholarship Award (TEHRF GSTSA)

Support to Graduate Students performing Equine Research is a priority of the TEHRF.

7.1. The objective of the TEHRF GSTSA is to award graduate students performing equine research at WCVM by providing complete coverage of their tuition fees during the corresponding academic year. In addition, the goal of this prestigious TEHRF GSTSA is to encourage equine research in the areas of Basic Sciences and Clinical Research throughout the college.

7.2. Scholarships will be provided to Graduate Students to cover tuition fees of the academic year (fall, winter, spring and summer).

### 7.3. Eligibility

7.3.1. Must be a graduate Student of a recognized program in veterinary medicine performing equine research (Basic Science and/or Clinical Research).

7.3.2. The graduate student must be (one or both):

7.3.2.1. In a training program at the WCVM seeking board certification in a specialty recognized by the American Veterinary Medical Association (e.g., ACVS, ACVIM, ABVP, ACVR, ACVCP, ACVP).

7.3.2.2. A student who is in a graduate degree program or who has been recommended for admission to a graduate degree program in the College of Graduate and Postdoctoral Studies at the University of Saskatchewan.

7.3.2.3. Scholarships may be awarded for up to four years, but in exceptional circumstances may be extended to a maximum of five years.

### 7.4. Application

A complete application package consists of the following:

7.4.1. A letter of intent indicating career and research goals.

7.4.2. A brief CV (no more than 3 pages).

7.4.3. Research project (funded grant application, draft of grant application to be submitted, research manuscript not funded but either accepted for publication or in review in a peer-reviewed journal).

7.4.4. Letter of reference:

7.4.4.1. A letter of reference from the candidate's supervisor is required. This letter should provide insight into the candidate's suitability for award of the scholarship, research accomplishments, abilities and potential.

7.4.4.2. For graduate students/trainees entering a program: Letters of reference from two professionals who can provide insight into the candidate's suitability for award of the scholarship, abilities and research potential must be

provided. Additionally, a letter of support from the proposed supervisor at the WCVM is required. This letter should include a description of the research project planned for the candidate.

7.4.5. Applications are due to the office of the Associate Dean of Research by February 15th. The Associate Dean of Research will work with the WCVM Chief Financial Officer to determine the funds allocated for the scholarships.

7.4.6. The TEHRF Chair will strike a subcommittee to rank the applicants. The subcommittee will have a minimum of three members and be equine-oriented faculty without conflicts of interest with the applicants.

## 7.5. Evaluation Criteria

Criteria for awarding Scholarships will be based on:

7.5.1. Letter of Intent and CV.

7.5.2. Overall quality of research.

7.5.3. Supervisor's track record.

7.5.4. Other qualities of a graduate student (e.g., potential for research, publications, abstracts, presentations at conferences, GPA, leadership, etc.).

## 8. TEHRF Undergraduate Student Research Scholarships (TEHRF USRS)

The Fund provides scholarships to WCVM undergraduate students to foster interest in equine research. Specifically, the program supports students during the summer to conduct research projects relating to horse health or welfare. The intent of the program is to provide an experience which will encourage undergraduate students to pursue careers in equine practice or research.

8.1. Only full-time undergraduate students enrolled in the veterinary program at the WCVM are eligible for support.

8.2. Applications are made in accordance with the procedures set out for Interprovincial Undergraduate Student Research Awards and using the same application form. Applications should be jointly prepared by the student and the member of faculty responsible for direct supervision of the student and project.

8.3. Applications will be reviewed by the Associate Dean (Research) and a subcommittee of the WCVM Graduate Education Committee. Primary consideration will be given to the overall value of the research, including:

8.3.1. The quality of the research and experience for the student;

8.3.2. The ability of the supervisor to provide adequate supervision and support; and

8.3.3. The likelihood of the student to complete the project during the summer time period.

8.3.4. The academic performance of the student will also be considered.

- 8.4. A student may apply more than once and may be supported for more than one year. However, an applicant who has been funded previously, and is seeking support for a second or third time, will need to demonstrate how the proposed experience will be different from that in the previous year.
  - 8.5. The Scholarship provides financial support and benefits equal to that provided by an Interprovincial Undergraduate Student Research Award. Support will be provided for a maximum of four months. Support will also include \$500 provided to the host department to offset some expenses of the research project.
  - 8.6. By September 1 of the year in which the scholarship was awarded, the student, with the assistance of the faculty supervisor, will prepare a poster on their activities for presentation at the Annual Summer Undergraduate Poster Day in early September. Students are also required to submit a one page assessment of their summer experience by October 1st of the year in which they received the award. Students and their supervisors are encouraged to submit their project results for publication.
  - 8.7. Recipients of TEHRF Undergraduate Student Scholarships should expect to be asked to present a summary of their work to the Advisory Board or similar group.
9. Townsend Equine Health Research Fund Undergraduate Student Externship Award (TEHRF USEA)
- 9.1. The TEHRF Undergraduate Student Externship Award provides support for an undergraduate veterinary student to participate in an externship in their fourth year.
  - 9.2. The award is based on the proceeds of the TEHRF's participation in the Equine Expo and the student's involvement at the Expo.
  - 9.3. The total value of the award is a minimum of \$500, but will compromise no more than 10% of the Equine Expo proceeds to the TEHRF. If profits fall below a level that would allow this award to be provided, it may be discontinued at the discretion of the TEHRF Management Committee.
  - 9.4. The award is open to DVM students who have completed their third year of study. To be eligible, students must:
    - 9.4.1. Be approved for a formal and confirmed externship during the academic year that is equine oriented.
    - 9.4.2. Must have a maintained average of at least 70%.
    - 9.4.3. Hold continuous membership in the Equine Club in year's 1, 2 and 3.
    - 9.4.4. Submit a one page statement outlining how the externship will benefit their education and their career along with a relevant CV.
  - 9.5. Applications are submitted to Student Services.
  - 9.6. Selection is based upon the merits of the application as determined by an awards committee delegated by the TEHRF Chair.