



Guidelines

Issued by the Albert Heim Foundation

for submission of an application for support for cynological research projects

1. Basic principles:

- 1.1. The Albert Heim Foundation (hereinafter referred to as AHS) supports academic research in the area of cynology, makes cynological knowledge available and promotes the dissemination of knowledge acquired (Art. 3 of the Statutes). The Foundation Board is responsible in this respect (Art. 5), with the Secretary's Office supporting the operational implementation.
- 1.2. The submission of applications requesting support is open to any individual in principle. As a rule, however, preference is given to university academic work.
- 1.3. Submission of a detailed application with as much complete information as possible facilitates an objective review.

2. Dates and administrative provisions:

- 2.1. The submission dates for applications (to the Secretary's Office) are **1 March** and **1 September** of the current year.
- 2.2. Submissions must be addressed to the Chairman of the AHS in electronic form with a copy submitted to the Secretary's Office.
- 2.3. The application must be submitted by the applicant personally and signed by the applicant and any co-applicants.

3. Requirements for submitted project outlines and applications for support:

- 3.1. The project outline must have a meaningful title that is formulated such that the specific characteristics of the planned research work are clear. The application must also include:
- 3.2. a short statement detailing the current state of research in the planned area of work: previous findings, starting position, existing gaps in knowledge, references to other research work in the same subject area;
- 3.3. a short statement detailing the current position of the applicant's own research (incl. CV and list of publications, as relevant): reference to work personally undertaken in the current subject area, indication of any international collaboration etc.;
- 3.4. a detailed research plan (incl. schedule and budget); this should explicitly detail the contribution expected from the AHS and what this will be used for;
- 3.5. description of concrete, feasible goals of the research work in the period covered by the submission; specification of the materials and methods required to achieve these goals;
- 3.6. an evaluation of the significance of the results expected and their implications for the future;
- 3.7. a summary of the research project (summary with key words);
- 3.8. insofar as the planned research project deals with animal experimentation in line with the current legislation, a copy of the approval given by the competent authority shall be submitted with the application for support. If no animal experimentation is involved, a written confirmation to this effect shall suffice.

4. Further procedure following the submission of the application:

- 4.1. Timely submissions will be evaluated at the subsequent spring or autumn meeting of the Foundation Board;

- 4.2. The decision will be communicated to the applicant in writing;
- 4.3. If the application receives a positive response from the Foundation Board, the applicant shall receive a letter of confirmation detailing the decision (project number, member of the Foundation Board responsible), the approved level of support and conditions. The applicant shall return a signed copy to the Secretary's Office confirming acceptance and including bank account details;
- 4.4. Half (50%) of the amount approved by the Foundation Board will be paid out at the start of the project; the remaining amount will be paid on approval of the final report by the Foundation Board;
- 4.5. The Foundation Board must receive an interim report advising on the project progression annually (submission date either 1 March or 1 September);
- 4.6. An illustrated summary of the final report shall be provided in layman's terms, suitable for publication in a journal of the Swiss Cynological Society (SKG) (e.g.HUNDE);
- 4.7. Publication shall be agreed by the Foundation Board following consultation with editorial staff.

5. Final provisions

In case of doubt, the statutes of the AHS shall apply. These guidelines were last amended on 20 January 2015. They replace all previous versions.

APPENDIX: Adresses

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