

Project KHV - Proposal Guidelines

Project KHV is a program of the Associated Koi Clubs of America made possible in part through generous support from Koi Clubs, Koi dealers, individual hobbyists and other private donations.

Project KHV is soliciting and accepting applications for funding of projects focused on the study of, or the education of the koi community regarding, koi herpesvirus (KHV) and supportive of the Project Goals.

Project Goals:

Project KHV seeks to support targeted KHV research, development of technology and education directly related to establishing short term control and longer term eradication of koi herpesvirus.

To apply for Project KHV support, please submit a proposal, not exceeding 4 pages, that includes the following information:

1. Contact information of the principal investigator and/or project administrator
 - Name
 - Affiliation, if applicable
 - Address
 - Telephone
 - Fax
 - Email
2. Amount of Request (in U.S. dollars)
3. Project description
 - Summary of request
 - Problem overview
 - Project description
 - Overview of intended outcome
 - Why you are applying for funds through Project KHV
 - How you heard about Project KHV
4. Project Timetable
 - Project start and finish date
 - Major milestone dates
 - Date of Final Product delivery (describe final product, i.e. vaccine, test, report, poster, etc.)
5. Project Budget
 - Direct costs
 - Indirect costs - please note AKCA's policy on paying overhead as stated below
 - List all funding from other sourced whether secured, anticipated, applied for or intended to be sought

- Breakdown direct and indirect cost subtotals to coincide with major milestones in schedule
- Totals for all categories

6. A short summary paragraph to be used in Project KHV literature should your application be accepted.

The proposal should also include a short curriculum vitae of the principal investigator(s) and any co-investigator(s) indicating their training and experience applicable to the proposal.

Reporting requirements include:

- Very simple monthly updates indicating progress against goals (verbal updates accepted via telephone and are due on the Wednesday before the second Friday of each month),
- A final report including a financial report due within two months of project completion,
- A report in laymen's language suitable for publication in KOI USA, a hobby publication of AKCA within three months of project completion, and
- Pictures of project activities for use in AKCA and/or Project KHV publications and brochures.

Submitted proposals will be evaluated based on the following criteria:

- The applicability of the proposed work relative to the goals of Project KHV
- The qualifications of the principal investigator and any co-investigators relative to the intended work.
- The value to Project KHV of the work proposed relative to the proposed costs
- The timeliness of the proposed schedule relative to the work proposed and the needs of Project KHV

Please note that because the AKCA is a non-profit organization of hobby clubs, and because the Organization desires to support the hobby community that supports it but has very limited funds with which to provide such support, the following policy has been adopted:

With regard to grants or other contributions made to universities, colleges or other such institutions, the AKCA will not pay administrative overhead on such contributions.

Please email your proposal to scover@pacbell.net. If you do not have access to email, you may mail it to Project KHV, c/o Spike Cover, Project KHV Director, 24612 Acropolis Dr., Mission Viejo, CA 92691. All proposals are reviewed by one or both of the following: Project KHV's Steering Committee and/or by Project KHV's Proposal Review Panel. The review process is generally completed within four to six weeks after proposals are received and funding is disbursed within one month after the review.

Please direct any questions to Spike Cover, at the above addresses or call 949-855-2371, 9 AM to 9 PM Pacific Time.