



American Quarter Horse Foundation

Equine Research Grant Program

FINAL REPORT REQUIREMENTS

At completion of the awarded research, the non-profit institution or grantee will be required to submit three reports as identified in the executed equine research grant agreement. The following documents should be submitted within 30 days of the agreed completion date of the funded project (i.e., no later than December 31).

ITEMS NEEDED:

- 1. Scientific Report (10+ pages):** Written report detailing the scientific research findings of the funded project. Reports should include a title page, abstract, introduction, methods, results, discussion, and references sections. Within these sections, the principal investigator should describe the research performed and the status of the research, including outcome(s), scientific findings, actual timeline of project completion, as well as additional objectives identified upon conclusion of the approved work scope. Timelines may be submitted in narrative or graphical formats.
- 2. Laymen's Report (5+ pages):** Written report prepared in laymen's terms providing an overview, and subsequent sections for objectives, findings, conclusions and anticipated next steps (i.e., applied research, etc.). Ideally, report information should contain key insights from the research performed and how these takeaways will impact future research, practical application and/or prescribed treatments. The laymen's report should include:
 - a.** Principal investigator's explanation on how this research accomplished the following programmatic goals of AQHF:
 - Enhanced the well-being of the American Quarter Horse.
 - Advanced impactful research for practical application.
 - Produced research innovation through basic and applied sciences.

- Promoted findings to peers, clinicians, and industry stakeholders.
 - Fostered education and training of future researchers.
 - Increased collaboration within the research industry.
- b. Supporting promotional materials:
- 3-5 high resolution digital images (300 dpi or better, preferred) to highlight project work, along with a brief description or caption, so that it may be featured by AQHF for social media, newsletters, etc. Ideally, these should be images suitable for general publication that reflect desired research impact and resonate with horse owners and program donors.
 - Direct quote from the principal investigator regarding their satisfaction with the completed work and what this research means for the wellbeing of the American Quarter Horse.
 - 2–3-minute video providing a practical overview of the project’s findings and how these results contribute to next steps. The goal being to communicate resulting positive outcomes from the research and how it accomplished AQHF’s desired impact (i.e., bullets listed above).

3. Financial Report: Financial accounting of project expenses related to the completion of the awarded research. Statements should include summarized expenditures for the period of the grant (i.e., October 1-September 30).

Please Note: Any report providing information on research findings should be prepared by the project’s principal investigator, with additional input from participating investigators and/or graduate students, etc. Financial reports providing an accounting of grant monies expended toward completion of the project should be prepared by the appropriate institutional office (i.e., sponsored research, etc.) with input from the project’s principal investigator.

With programmatic objectives to promote research findings and foster education, graduate student travel stipends are awarded with the expectation that upon completion of the research, students have an abstract accepted and present their findings at scientific conference (i.e., AAEP Laminitis Symposium, Equine Science Society Symposium, Havemeyer Horse Genome Workshop, etc.) with appropriate acknowledgement of AQHF’s support.

Once submitted, the final grant installment for this project will be released to the institution. All final reports will be shared with the AQHF Equine Research Committee.

Please direct all research program inquiries and written requests to the AQHF Programs Office at (806) 378-5021 or foundation@aqha.org.