

This form must be used as a guide for applications for Research and Conservation Grants. Submit as an e-mail attachment. (or printed and sent to the committee chairperson at the address below if electronic submission is not possible).

INTERNATIONAL ASSOCIATION FOR BEAR RESEARCH AND MANAGEMENT

RESEARCH & CONSERVATION GRANT APPLICATION FORM

NEW DEADLINE: Application forms must be received by midnight of December 1 (local time for the committee chairperson. Letters of reference should be sent electronically by that date or as soon as possible thereafter.

Anyone considering requesting a financial grant from the IBA for a research or conservation project should note the following:

- All proposals should be submitted electronically unless this is really impossible.
 - Submitters should send all documents in MS Word format, as .pdf files, or in plain ASCII text which can be converted easily to MS Word. Please do not send WordPerfect format. A CD with the proposal files sent by air mail is one alternative.
 - Proposals may be submitted at any time; they will be held for the next review. Normally there will be only one review each year.
 - All proposals to be considered for awards next calendar year must be received before midnight on 1 December. Any received after that will be held over for the next year's review.
 - The RCG Committee will do its best to send word on the status of applications by mid-March. However, there may be delays beyond the Committee's control.
- Read the material on the RCG description & procedure Web pages if you have not already done so.

Applications and references should be sent electronically to
Frederick Dean:
deansfs@alaska.net.

Those without any possibility of access to the Internet may send applications or references by air mail to:
Dr. Frederick C. Dean,
810 Ballaine Road,
Fairbanks, Alaska 99709-6606 U.S.A.

Telephone 907-479-6607.
e-mail deansfs@alaska.net

MATERIAL TO BE INCLUDED IN THE RESEARCH & CONSERVATION GRANT APPLICATION

PAGE LIMITS: Proposal body (the main part) - 4 pages maximum, including the summary budget.

Detailed budget forms - as appropriate, preferably using the pattern of the table shown below.

Any other attachments that may help in understanding the proposal - 4 pages maximum.

References - as appropriate. These should be from people who have read the proposal and are qualified to assess the need for the work and the soundness of the plan. Please be sure to contact the people you will request references from well in advance to see if they will have time and feel that they will be able to assess the proposal. This is simple professional courtesy and should leave time to locate an alternate if necessary.

Transcripts (for students only) - Be prepared to submit transcripts or lists of courses and grades if requested to do so.

PROJECT TITLE:APPLICANT INFORMATION: Names, titles (positions), addresses, agency affiliations, and phone numbers of persons who are principal investigators, co-operators or co-investigators, project supervisors, or clients of products or information being produced.

PROPOSAL SUMMARY (300 word limit): Species, study area, project type (research, species inventory, student stipend or fellowship, information/education, publication financing, facility development, etc.), prior work accomplished, etc. Amount requested from IBA.

PROJECT JUSTIFICATION/RATIONALE: Why project is valuable, history of the management or conservation issue, who requires the information/product and how it will be used, etc. If the proposal is designed to address a conservation issue identified by the Bear Specialist Group or an appropriate Expert Team, indicate this here.

PROJECT OBJECTIVES: Describe objectives that will be accomplished with requested funds. If pertinent, also describe objectives of larger project of which the proposed project is a component.

PROJECT METHODS: Describe how requested funds will be used to accomplish objectives.

COMPLETION SCHEDULE AND PROPOSED PRODUCTS FROM PROJECT: Be specific about months in which products will be accomplished, when progress reports will be submitted to the IBA, and when funds from the IBA need to be received.

ADDITIONAL COMMENTS: Optional section for additional items you think will help the review committee evaluate your proposal. Geographic coordinates are often very helpful.

SUMMARY BUDGET: Follow the pattern of the table below. The usual maximum support is US \$10,000. in any year and US \$15,000. in any three-year period. The minimum proposal amount considered is US \$500.

| SUMMARY BUDGET | | |
|-----------------------|--|---|
| Year | Amount requested (or to be requested) from IBA - US\$ | Amount requested from other sources - US\$ |
| 2010 | | |
| 2011* | | |
| 2012* | | |

*Add only the necessary rows as determined by the duration of the project.

OTHER ATTACHMENTS: Other necessary information may be attached as needed.

REFERENCES: All applicants should arrange for 3 people who know the applicant and the proposed project to send reference letters by e-mail to the committee chairperson.

CURRICULUM VITAE: Those submitting a proposal for an IBA Research and Conservation Grant for the first time should include a C.V. that summarizes the individual's education and related experience. Those who have previously submitted a C.V. may provide an update if they wish to.

DETAILED BUDGET TABLES: A budget attachment showing at least the broad categories noted below is encouraged. See the sample budget forms.

| OVERALL [PROJECT BUDGET FOR CALENDAR YEAR _____]. USD. | | | | | |
|---|--------------------|----------------------|-----------------------|----------------------|-----------------------|
| Categories* | Requested from IBA | Requested from _____ | | Requested from _____ | |
| | Requested | Requested | Received or committed | Requested | Received or committed |
| Personal services and wages | | | | | |
| Equipment (durable, cost >\$500. USD) | | | | | |
| Supplies and expenses | | | | | |
| Travel | | | | | |
| Data Analysis | | | | | |
| Publication costs | | | | | |
| Other (specify) | | | | | |
| TOTALS | | | | | |

*The IBA grants are comparatively small, and the organization’s fund for grants is limited. Consequently, IBA policy is to not pay indirect or overhead costs although from the perspective of a university or agency such charges may be very justifiable. Please include as many of the legitimate project costs as possible in the budget. A copy of the IBA policy letter regarding overhead for those who may need it is available at the following link.

| NON-MONETARY OR "IN-KIND" CONTRIBUTIONS | | | | |
|--|------------------------|---------------|------------------|------------------|
| Type of contribution | Amount or value | Source | Requested | Committed |
| | | | | |
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