



INTERNATIONAL ASSOCIATION FOR BEAR RESEARCH AND MANAGEMENT

RESEARCH & CONSERVATION GRANT APPLICATION FORM

Application Deadline: Midnight of December 1 (PST time)

Application Requirements:

- Letters of reference should be sent electronically to Committee Chair by December 1.
- All proposals should be submitted electronically.
- Applications should be formatted in MS Word (no embedded images) or Adobe PDF (embedded images permitted).
- Proposals may be submitted at any time during the year but will not be reviewed until the next December 1 review period.
- Applicants will receive notice of application status by mid-March.

Applications packets (including references) should be sent electronically to Dr. Karyn Rode: karyn.ode@bearbiology.org

IBA MEMBERSHIP: Your IBA membership must be current to apply for an IBA grant. If your membership is not current, you will be notified that for your application to be considered, a current membership is required. To learn more about IBA membership, [visit the IBA website](#) or contact the [IBA Director of Transition](#).

FORMAT OF THE PROPOSAL:

- **Page limits:** Proposal body (the main part) - 4 pages maximum, including the summary budget.
- **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. Provide sufficient detail to demonstrate that the methods are sound and well-suited to provide the necessary information to meet the 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.

BUDGET SUMMARY		
YEAR	AMOUNT REQUESTED	MATCHING FUNDS

REQUIRED APPLICATION MATERIAL:

- **Project Title**
- **Applicant Information:** names, titles (positions), addresses, agency affiliations, and phone numbers of persons who are principal investigators, cooperators or co-investigators, project supervisors, or clients of products or information being produced. Indicate whether the project is led by a student earning an advanced degree.
- **Proposal Summary (300 word limit):** species, study area, project type (research, species inventory, student stipend or fellowship, information/education, publication financing, facility development, etc.), and prior work accomplished.
- **Project Justification:** Why project is valuable, history of the management or conservation issue, who requires the information/product and how it will be used. If the proposal is designed to address a conservation issue identified by the Bear Specialist Group or an appropriate Expert Team, indicate this here.
- **Outreach and Dissemination of Results:** How will results be disseminated to interested parties, to advance science, and/or promote conservation?
- **Summary Budget:** Must include the amount requested from IBA, year(s) for amount requested, and availability of matching funds.
- **Other attachments:** as needed.
- **References:** letters from 3 professional references should be emailed to the committee chairperson. Please include NAME OF APPLICANT at the top of each reference letter.
- **Curriculum Vitae:** applicants should include a C.V. that summarizes the individual's education and professional experience.
- **Detailed Budget Tables:** should illustrate how funding will be allocated. This is a required table and should include sufficient details under each category.

OVERALL BUDGET FOR CALENDAR YEAR _____ (USD)					
Categories*	Requested from IBA	Requested from _____		Requested from _____	
	Requested	Requested	Received or committed	Requested	Received or committed
Personal services/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. 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 on the Application Process Grants web page.*

- **Non-monetary or “in-kind” contributions:** type of contribution, amount or value, source

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