



The International Association for Bear Research and Management

IBA Special Grants Program Application Instructions

Application Deadline: 11 February 2023 midnight (MST time)

Please indicate which IBA Special Grant you are applying for. If you are applying for multiple Special Grants, **you must apply for each of the special grants separately and the same project cannot be used for multiple grants.**

Application Requirements:

- All proposals should be submitted electronically by 11 February 2023 midnight (MST).
- Applications should be formatted in MS Word (no embedded images) or Adobe PDF (embedded images permitted).
- Applicants will receive notice of application status late March 2023 or early April 2023 depending on how many applications are received for review.

Applications packets (including references) should be sent electronically to [Jennapher Teunissen van Manen](mailto:jennapher@iba.org) with the name of the Special Grant in the email subject.

IBA Membership: Applicants must have a current IBA membership to apply for this grant. To learn more about IBA membership, [visit the IBA website](http://www.iba.org) or contact IBA Director of Operations and Programs.

Format of the Proposal:

- **Page limits:** Proposal body (the main part) - 4 pages maximum, including the summary budget.
- **File Names:** Please use the following format for all file names:
2022-23 Special Grant Name Your Name File Name
- **Name of Special Grant:** Please state the name of the Special Grant you are applying for at the top of your application.
- **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 and when funds from 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. Please submit budgets in USD.

Budget Summary (USD)		
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. Is the primary applicant enrolled as a student at an educational institution.
- **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.
- **Summary Budget:** Amount requested from IBA, year(s) for amount requested, and matching funds.
- **Other attachments:** As needed.
- **References:** Letters from 3 professional references should be emailed to Jennapher Teunissen van Manen. Please include the name of the applicant at the top of each reference letter.
- **Applicant Qualifications:** Applicants should include a C.V. and a short, but detailed paragraph describing your experience relevant to accomplishing and implementing the proposed project.
- **Detailed Budget Tables in USD:** Should illustrate how funding will be allocated. **Do not request more than maximum award amount for the grant you are applying. If the requested amount exceeds the maximum, your application will not be considered for review.** Indicate all other supporting funds and if these funds have been received or are committed.

Overall Budget for Calendar Year 2023 (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 Special 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 upon request.

- **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