



## INTERNATIONAL ASSOCIATION FOR BEAR RESEARCH AND MANAGEMENT

### RESEARCH & CONSERVATION GRANT PROPOSAL SUBMISSION INSTRUCTIONS

**Proposal Submission Deadline:  
September 1 (Midnight PST)**

#### What does the IBA RC&G Program Fund?

- The RC&G program funds well-designed research projects with a demonstrated need to inform bear conservation action OR conservation action projects founded on science or regional expert experience, in close coordination with relevant local and/or regional stakeholders, and with clear conservation outcomes. Research or conservation projects should clearly address a conservation need. The RC&G program considers method development projects, but those proposals need to clearly indicate how the new approach would advance conservation.
- The RC&G program funds research led by IBA members. Your IBA membership must be current to apply for an IBA grant. To learn more about IBA membership, [visit the IBA website](#) or contact IBA Director of Operations and Programs (jennapher.teunissen@bearbiology.org).
- Projects should demonstrate significant positive effects for bear species, populations, and areas of the world with the highest conservation needs. The project justification should demonstrate why the project or research is needed to further bear conservation and clearly establish this conservation need. What actions will result or do you plan to do to address this need.
- The RC&G program funds single year studies up to \$10,000 US. Multi-year studies can be submitted, but funding will be granted on an annual cycle only. Future years of funding will require new applications.
- IBA's policy is to not pay indirect or overhead costs because IBA is a small organization attempting to maximize its conservation impact. A copy of the IBA policy letter regarding overhead for those who may need it is available on the Application Process Grants web page.

#### Application Requirements:

- A COMPLETED PROPOSAL PACKAGE per the INSTRUCTIONS AND FORMAT IDENTIFIED BELOW submitted by the **September 1** deadline. Submissions MUST follow the provided instructions. Applications may be submitted at any time during the year but

will not be reviewed until the next September 1 review period. Applicants should carefully follow the instructions below to ensure that your application is complete. Incomplete applications may not be considered.

- For applicants who are requesting funding for additional years of a project that is currently funded by RC&G, copies of all progress reports from previously funded years must be submitted with your application. Reports are necessary for consideration of continued funding.
- Proposals should outline a project, or component of a project, in which the activities and actions supported by the submitted budget can be completed between March 1 of the year following submission through February 28th of the following year (i.e., the funding provided should be used toward the project during this period).
- Applicants will receive notice in December of whether their project is a candidate for funding per RCG program priorities (as described earlier in these instructions). Final funding decisions, depending on IBA funding availability, including targeted fund-raising, will be made by the end of February.
- All proposals should be submitted electronically as MS Word (no embedded images) or Adobe PDF (embedded images permitted) documents.
- Note that optional letters of support as described in the application instructions must also be submitted directly to the email address provided below by the September 1<sup>st</sup> application deadline.

#### **Requirements of RCG recipients**

- RCG recipients agree to provide a summary of their project for IBA's website by May 1, 2024, an article submission to the IBN no later than the summer 2025 issue, and a progress report by May 1, 2025. Progress reports will be posted on IBA's website and therefore should include only information recipients are willing to share publicly.
- Recipients may be required to consult with an assigned expert regarding methodologies or approaches prior to and during implementation.

**Applications packets (including OPTIONAL references) should be sent electronically to Dr. Karyn Rode: [karyn.rode@bearbiology.org](mailto:karyn.rode@bearbiology.org)**

## Application Format

**Page limits:** Proposal body (the main part) - 4 pages maximum, including the budget. Applicants are encouraged to focus on providing a strong justification, detailed methods, a well-defined budget, and the project's conservation need and outcomes.

### Project Title

**Applicant Information:** names, titles (positions), addresses, agency affiliations, and phone numbers of persons who are principal investigators, cooperators, co- investigators, or project supervisors. This section should identify whether the primary applicant is a student earning an advanced degree or a post-doctoral researcher.

**Applicant Qualifications:** Provide a short, but detailed paragraph describing your experience relevant to accomplishing and implementing the proposed project.

**Identify whether the proposed project is a Research or Conservation Project.** This designation should be provided even for projects that combine both research and conservation efforts based on whether the focus is primarily research to inform conservation (Research) or primarily conservation action (Conservation).

**Identify whether the project is a continuation of a project currently funded by RC&G (ensure progress reports are included with application material)**

**Brief project overview and Justification:** Describe how the project meets the focal objectives of the RCG program as described above under "What RCG funds". Identify who requires the information/product and how it will be used to further bear conservation. If the proposal is designed to address a conservation issue identified by the Bear Specialist Group or an appropriate Expert Team, indicate this here. All project proposals must clearly indicate the conservation need that is being addressed.

**Project objectives:** Describe objectives that will be accomplished with requested funds.

**Project study area and methods:** Describe the specific location of the project and how requested funds will be used to accomplish objectives. Methods must be very clear and provided in sufficient detail for reviewers to evaluate sample sizes, appropriateness of methods relative to objectives, and project feasibility. For example, for transect-based surveys, proposals should include number of transects, length, number of observers, transect density, and identification of the skill-level of individuals conducting surveys. Citations should be provided for methods and analyses used in the project. For conservation projects, applicants should demonstrate well-planned actions and the feasibility of working with local stakeholders to accomplish objectives. Conservation projects should also indicate how success of the conservation actions will be monitored and evaluated. **Projects that do not include detailed and clear methods will be less competitive because it limits proposal evaluation by the committee.**

**Permits** – identify the status of permits required to conduct the project in the study area, including animal welfare requirements.

**Proposed products and outcomes from the project and dissemination of results:** For research projects, describe the information that will be provided by the research project, how it will be disseminated to decision-makers and stakeholders, and the connection to conservation action and need. For conservation projects, applicants should describe how the actions in the project will further bear conservation.

**Optional References (not required):** applicants may request up to 3 letters from professional references that address the conservation need of the project and/or the skills and expertise of the applicant to successfully implement the project. References should be emailed directly to the committee chairperson (email provided above). Please include NAME OF APPLICANT at the top of each reference letter.

**Budget table and explanation (must be in US dollars):** A detailed budget must be provided in the format of the table template provided below and accompanied by an explanation of any additional in-kind support (resources, rather than monetary, support for a project such as salaries, equipment or supplies). Include whether funding or in-kind support is confirmed or pending. A template has been provided below. Projects that do not include a detailed budget will be less competitive because it limits proposal evaluation by the committee.

The template below provides an example indicated in red. In the first column (Funding Category), identify the items needed to support your project under each of the subcategories identified below (under Personnel services/wages; Equipment, Supplies, etc.). In the 2<sup>nd</sup> column (Total cost in USD), identify the cost of each of the items listed in column 1. For any additional columns, identify the funding source at the top of the column, whether the funding is pending or committed and how much would or will be used from that funding source towards each of the items listed in column 1. The table can include in-kind support. Under the funding source list the organization as “in-kind” rather than pending or committed.

Funding category	Total Cost (US dollars)	Funding Source	Funding Source	Etc.
		e.g., ABC Conservation group	Pending or committed?	
		Pending or committed?	Pending or committed?	
Personal services/wages				
e.g., Field technicians	\$3,500	\$1,500	\$2,000	
Equipment (durable cost >\$500 USD)				
e.g., QR Analyzer	\$1500		\$1500	
Supplies and expenses				
Travel				
Data analysis				

<b>Publication costs</b>				
<b>Other (specify)</b>				
<b>TOTALS</b>				

**APPLICATION CHECKLIST – BEFORE you submit your application, review the following:**

<p>Have you demonstrated the conservation need that motivates your project? If the study or project identified in a local, regional, or international conservation plan, have you provided that information?</p>	
<p><u>For research projects:</u></p> <ul style="list-style-type: none"> <li>a. Have you provided a clear and specific justification describing how the data produced from the project will be used to address a conservation need and inform conservation of the bear population in your study area (or how the project will address conservation need for bears, in general, for method development projects)? Once you answer your research questions, what happens next to conserve bears?)</li> <li>b. Have you identified who the research results will be provided to that will implement conservation efforts based on your results?</li> </ul>	
<p><u>For conservation projects:</u></p> <ul style="list-style-type: none"> <li>a. Have you described the problem and need that the conservation project addresses and how you will monitor success?</li> <li>b. Have you identified how the project will promote the conservation of the bear population in your study area or bears, in general?</li> </ul>	
<p>Have you identified and obtained the necessary permits and permissions to conduct the study and their current status (i.e., approved, pending, etc.). If not obtained, describe the plan for obtaining them.</p>	
<p>Is sufficient detail provided in the research methods and/or in describing the conservation actions for the reviewers to determine their suitability in addressing the proposed objectives? Have citations or other background been provided to support the approach? This section must be detailed.</p>	
<p>Have you described your expertise and experience as it pertain to successfully implementing the proposed project?</p>	
<p>If your proposal is a continuation of a previously IBA-funded study, have you included all progress reports with your submission?</p>	
<p>If you are a graduate or post-doctoral student, have you identified as such in your proposal?</p>	
<p>Have you provided a detailed budget of how the funding will be spent to support the project using the application template? Identified the status of any matching funds (committed or pending) and in-kind support?</p>	