



## Chiricahua Desert Museum GRANT Application

### MISSION

The Chiricahua Desert Museum (CDM) Grant offers small renewable grants for field-based herpetological research, and education in the Sonoran, Mojave, Chihuahuan Deserts, including the “Sky Islands” and adjacent habitats. Grant applications are invited from relevant individuals, and will be reviewed and considered for support by the Scientific Advisory Board of the CDM. The areas that we are particularly keen to support are:

#### **NATURAL HISTORY**

Proposals in this category should address new field research in areas such as population distribution, behavioral ecology, and life history of amphibians and reptiles.

#### **CONSERVATION BIOLOGY**

Proposals in this category should address new research on endangered or threatened amphibian or reptile species or the phenomena that affect the maintenance, decline, and restoration of their natural habitat.

#### **EDUCATION**

Proposals in this category should address starting and/or maintaining an educational program pertaining to amphibians or reptiles at a facility available to the public, such as a zoological park, school, or community center.

Maximum annual grant request should not exceed \$1000.00 US. Smaller value awards may be given to multiple projects annually. The total number of grants awarded will depend solely upon the balance of the dedicated grant fund in any given year.

### **SUBMISSION GUIDELINES**

#### ELIGIBILITY:

Applicants associated with a recognized organization (e.g. university, zoo, aquarium, NGO) may be given preference but anyone may apply for a CDM grant. There are no eligibility restrictions on the nationality of the applicant. Undergraduate and graduate students are encouraged to apply.

Projects that have been funded by the CDM Grant are eligible for renewed funding if the study is on going. A second application must be submitted according to the application guidelines, along with a progress report from the previous years of the CDM Grant received. For renewed grant funding please send in application by November 1<sup>st</sup> along with report on the previous years study.

**DATES:**

**November 1<sup>st</sup>**, components of the application (narrative, CV, and letter of recommendation) must be received. Components that arrive after this date will not be accepted, and incomplete applications will not be reviewed. There is no limit to the number of consecutive years that a grant can be renewed.

- **January 1<sup>st</sup>**, Grants awarded and funds distributed.
- **January 1<sup>st</sup>**, year following grant award received: Progress report due - must include an update on the status of the project and budgetary expenditures to date. If renewal is sought, submit the progress report with the application by November 1<sup>st</sup>.
- **Four months after project completed:** Final report due – must include a summary of project objectives or methods used, conclusions, recommendations and a statement of expenses.

**PROPOSALS THAT DO NOT FOLLOW THE GUIDELINES WILL NOT BE CONSIDERED.** All of the following grant application materials should be submitted at one time from the applicant (i.e., do not submit CVs, letters of support, photos, and so on from separate sources; however, multiple emails sent separately from the applicant within the same day due to file size is acceptable). **All files should be sent in the form of a PDF.** To ensure efficient processing, submit the applications in English. The CDM Advisory Board will not be judging the grant application based on grammar and spelling, but rather on the projects merit. Unless otherwise specified, all of the following components must be included:

**COVER SHEET** (Two pages, with 12-point type minimum)

1. Project Title:
2. Abstract: (Project Summary - not to exceed 100 words):
3. Principal Investigator(s):
4. Amount requested (in US\$):
5. Total project budget (in US\$):
6. Contact Person for Grant Application:
7. Address for communication:
  - a. Organization:
  - b. Address (include state, zip/postal code and country):
  - c. Title:
  - d. Telephone:
  - e. Fax:
  - f. E-mail:
8. Proposed Project Period:
9. Project Location:
10. Is this project new or part of an on-going project?

**PROPOSAL NARRATIVE** (Maximum of three pages with 12-point type minimum)

- **INTRODUCTION TO THE PROJECT.** Here you will need to explain the rationale for the project, specific category goals and objectives, and hypotheses to be tested. Clearly describe any applied conservation goals. Include sufficient information such that reviewers who may not be familiar with the subject matter will be able to understand and evaluate the project request. You must clearly state the goals and objectives of the project. Identify any required permits that have been obtained or are in process of being obtained. All studies must be fully compliant with state, federal and Indian affairs laws.

- **METHODS/PLAN OF ACTION.** Here you will describe data collection methods, sample size, and detailed timetable including project's start and completion dates and dissemination plan. If appropriate, include an experimental design. Education based projects should include a description of the evaluation component.
- **ITEMIZED BUDGET** for the project must include a budget justification with a description of how the CDM grant money will be used. Clearly indicate the amount being requested specifically from the CDM Grant. If requesting partial funding, a complete project budget must be submitted. List amount and sources of in-kind support where applicable as well as support from other sources that has been obtained or is being sought. NOTE: Salaries and tuition will not be considered for funding; however, reasonable stipends for field technicians may be considered as well as some consumables and equipment.

### **CURRICULUM VITAE**

All Investigators must include Curriculum Vitae (two page maximum each with a 12-point minimum).

### **LETTERS OF RECOMMENDATION**

One letter of recommendation for the project is required. The qualifications and position of the person writing the LOR can/will be considered.

### **LITERATURE CITED** (Optional)

Literature cited in the proposal narrative may be listed on a separate page with a 12-point minimum (no more than 25 references).

### **ATTACHMENTS** (Optional)

Additional information may be included as attachment(s) but are not required. These may include photos, brochures, etc.

### **SEND YOUR COMPLETED ELECTRONIC APPLICATION TO: CDM**

- Please put "*CDM Grant Submission*" in the e-mail subject line.
- NOTE: Postal mail or faxed applications will not be accepted.

### **CONDITIONS OF ACCEPTANCE INCLUDE:**

- Information gained from the project must be made available on the CDM web site. Details of the project that could potentially jeopardize the research project itself can be omitted from the report that is put on line.
- CDM must receive a summary or final report by the dates indicated. Include a summary of project objectives or methods used, conclusions, recommendations and a statement of expenses.
- CDM will be acknowledged as a sponsor in any printed materials produced as a result of the project (copy of the CDM logo is available upon request)
- All research must abide all local, state and federal laws, and any research involving live animals must adhere to regulations listed under the USDA Animal Welfare Act.