



International Association for Bear Research and Management
907 Jessie Way Bozeman, MT 59715 USA
<https://www.bearbiology.org>

IBA Research and Conservation Grant Proposal Submission Instructions

**Proposal Submission Deadline for the 2024-25 Grant Funding Cycle:
11:59 PM 1 October (PST time)/06:59 GMT 2 October 2024**

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 OR conservation 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 specifically and clearly address a conservation need. The RC&G program considers method development projects, but those proposals need to 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.teunissenvanmanen@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 identify the conservation need and how the project or research will address it.
- 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 and a progress report.
- 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 **October 1** deadline. Submissions MUST follow the provided instructions and include ALL the specified information. Applications may be submitted at any time during the year but will not be reviewed until the next October 1 review period. Applicants should carefully follow the instructions below to ensure that your application is complete. Incomplete applications may not be considered.

The International Association for Bear Research and Management
A U.S. tax-exempt 501 (c)(3) organization (EIN: 94-3102570)



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- For applicants who are requesting funding for additional years of a project that is currently funded by RC&G, a progress report must be submitted with your application.
- 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 a change to previous years that applicants should NOT provide letters of recommendation/support.

Requirements of RCG recipients

- RCG recipients agree to provide a summary of their project for IBA website and Impact Report by May 1, 2025. An article submission to the IBN summarizing the results of their study is required no later than the summer 2026 issue. The IBN article should be submitted to Dr. Karyn Rode by 1 May 2026.
- Recipients may be required to consult with an assigned expert regarding methodologies or approaches prior to and during implementation.

Applications materials should be sent electronically to Dr. Karyn Rode:
karyn.rode@bearbiology.org

Application Instructions

NOTE that all the below information is required for consideration

Page limits: The proposal should be a maximum of 4 pages, including the budget but excluding the CV/resume.

Project Title

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

***NOTE:** Applicants are encouraged to submit focused projects that can be done well rather than multi-faceted projects that might spread resources too thin.

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.

Curriculum vitae/Resume: Applicants should submit a CV or resume of no more than 5 pages. Include information that is most relevant to your proposal. The CV is in addition to the 4 page proposal.

Identify whether the project is a continuation of a project currently funded by RC&G: A progress report must be included with application material that summarizes all activities and conservation outcomes that occurred from the previous funding. Reports should indicate how the objectives of the previous proposal were met.

Brief project overview and Justification: Describe the conservation need for your study population and how your study will address that need either through conservation action or by providing information through research that will support conservation. This description needs to be specific. Adequate background needs to be provided so that reviewers understand the status of the population, the conservation issue, and how your project will further 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 the specific objectives that will be accomplished with requested funds.

Project study area and methods: Describe the location of the project and study population and the methods that will be used to accomplish objectives. Methods must be 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

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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.

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.

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 how the items will support the project. In-kind support should also be identified (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.

In the first column list the items needed to support your project for each category. In the 2nd column identify the item cost. If funding is being requested or has been received by other sources identify the source in subsequent columns and whether it is pending or committed. Specify how those funds will be used to item costs identified 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 in US dollars	Funding Source	Funding Source	Etc.
		e.g., ABC Conservation group	Pending or committed?	
Personal services/wages				
e.g., Field technicians	\$3,500	\$1,500	\$2,000	

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Equipment (durable cost >\$500 USD)				
e.g., QR Analyzer	\$1500		\$1500	
Supplies and expenses				
Travel				
Data analysis				
Publication costs				
Other (specify)				
TOTALS				

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

Have you demonstrated the conservation need that motivates your project? If the study, project, or conservation need is identified in a local, regional, or international conservation plan, have you provided that information?	
Have you identified whether your project is a conservation or research project?	
<u>For research projects:</u> <ol style="list-style-type: none"> 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?) b. Have you identified who the research results will be provided to that will implement conservation efforts based on your results? 	

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<p>For conservation projects:</p> <ol style="list-style-type: none"> a. Have you described the problem and need that the conservation project addresses and how you will monitor success? b. Have you identified how the project will promote the conservation of the bear population in your study area or bears, in general? 	
<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 pertains to successfully implementing the proposed project and included a CV or resume?</p>	
<p>If your proposal is a continuation of a previously IBA-funded study, have you included a progress report 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>	

Important Notice for Grant Recipients and Financial Reporting to Tax Agencies:

For grant recipients in the US, a W9 form is required, and the grant is reported as 1099 Misc. income at the end of the calendar year. The W9 form is provided with this acceptance letter. The grant recipient is responsible for all taxes that may be owed by receiving this grant.

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