

## **EBBA Research Grants Application and Award Guidelines**

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### **ELIGIBILITY**

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The Eastern Bird Banding Association annually awards one to five grants of up to \$1000 each.

- Applications from students are particularly well received, but grants are open to all regardless of professional or academic affiliation.
- Applicants are limited to one award per degree program, and to one award per project. There is no limit to the number of awards an individual can receive in a lifetime.
- Applicants who have never received an EBBA award need not be EBBA members, but we encourage all applicants to join the Association.
- Applications from previous grantees will not be accepted if the grantee has not fulfilled the terms of their previous award, and has not contributed to the Association either through membership, publication in NABB, or presentation at the EBBA annual meeting.
- The focal species must spend at least a part of their life cycle in EBBA territory, which includes the states of Connecticut, Delaware, Florida, Georgia, Maine, Massachusetts, Maryland, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia; the District of Columbia; and the provinces of Nova Scotia, New Brunswick, Newfoundland and Labrador, Ontario, Prince Edward Island, and Quebec.
- Banding or other avian marking techniques (including telemetry) must be integral to answering the research question. Proposals will be rejected if the marking is only incidental to the methodology.

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### **APPLICATION GUIDELINES**

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A complete application consists of a proposal, a budget, and a CV. The entire proposal should not exceed eight pages, should be submitted electronically as a PDF attachment to an email, and it should be named using the following convention: Lastname\_Firstname\_EBBA2020.

#### **Part I: Research Proposal**

The body of the application should contain a detailed research proposal, containing all of the following sections:

Format and length: The proposal is limited to five pages (including references, tables and figures, and lit cited) with 1" margins and 12-point double-spaced font.

Title and Contact Information: The title should be clear and descriptive. The author(s)' name, e-mail address, and institutional affiliation (if any) should be included at the top of the first page.

Abstract: maximum 100 words

Introduction: Provide relevant background information. Present a clearly stated research question, and enumerate the objectives and research goals of the project. Discuss the ornithological significance of your project (i.e. what knowledge gaps will it address, how will it answer questions from the literature, how results might be used).

Methods: Explain the details of your experimental design. Include information on the specific research methodology, as well as on analytical methods. Please write this section for an audience who may know little about common methods in your particular field, and provide proof of concept where necessary. If the project requires federal, state and/or provincial permits, or if it requires IACUC approval, make it clear that you have acquired – or are in the process of acquiring – relevant permissions.

Timeline: Dates for completion of research, analysis, and publication.

Location and Facilities: Include details of field sites as well as laboratory facilities. If you need to make arrangements at other institutions to have samples analyzed, indicate where and by whom that work will be done.

Literature Cited: List all references cited in the body of the proposal, using an appropriate academic citation format.

Figures and Tables: Use sparingly to clarify text. They should take up no more than one page.

## **Part II: Budget**

Provide a clear and detailed budget for the project. Requests should not exceed \$1000. Padded budgets and requests for items that seem unnecessary will make your proposal less appealing.

Format and length: 1 page

Budget Items: Provide a detailed and itemized budget, and for each item, indicate the actual or potential funding source. Clearly indicate whether other funding is pending or has been received.

Justification: If not already made clear by the proposal, explain briefly why you need particular items. If relevant, explain how the project will be altered if funding is not received.

EBBA expects that most researchers will apply to multiple sources for funding. However, applicants must not accept more than one award for a particular item and will be expected to recap their expenses and funding sources in their final report to EBBA.

EBBA provides funding for essential research-related travel, reasonable living expenses in the field, expendable supplies and equipment, and laboratory testing. Salaries for assistants are appropriate if volunteers are not available.

EBBA does not provide funding for university overhead costs, faculty salaries, researcher salaries or stipends, travel to meetings, routine living and travel expenses, supplies or equipment normally provided by your institution, or permanent equipment (e.g. binoculars, audio recorders) unless they become property of the applicant's institution or of EBBA.

### **Part III: Curriculum Vitae**

Format and length: maximum 2 pages. May be single-spaced.

Content: Include information about your educational and research background, employment history, and any publications.

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## **GRANTEE RESPONSIBILITIES AND OBLIGATIONS**

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EBBA will release funds to individuals when necessary, but for accounting and tax purposes we recommend releasing funds to academic or other institutions. EBBA will work with grantees and with any relevant granting offices to disburse funds appropriately.

Grantees are required to do the following:

- Acknowledge EBBA as a funding source in any publication stemming from the funded project. A PDF of the publication (or a thesis abstract) should be submitted to EBBA as soon as one is available.
- Supply a photograph to EBBA of the grantee conducting the research. This should not be a posed shot of a smiling researcher holding a bird; rather, it should show science in action.
- Write a progress report of no more than one page summarizing the current status of the project by February 1 of the year following their award.

- Write a final report of no more than one page summarizing project results. The final report should be submitted at the completion of the project, but no later than February 1 of the third year following the award.
- Portions of the reports and the photograph may be used in EBBA digital and paper publications.
- Submit a detailed table of expenditures, as an accompaniment to the final report.
- Unused funds are to be returned to EBBA.
- Grantees are encouraged, but not required, to publish their results in NABB or to present them at an EBBA annual meeting. Travel funds are available for the latter.

These Guidelines were based on those offered by the American Ornithological Society, the Association of Field Ornithologists, and the Wilson Ornithological Society.