

## Chicago Zoological Society Chicago Board of Trade Endangered Species Fund:

### APPLICATION MATERIALS

#### **General Directions:**

All applications must be submitted electronically as one **PDF** file. Incomplete or late applications will **NOT** be considered. An application check list is provided, but it is the responsibility of the applicant to be sure the application is completed properly so please read the directions carefully. Completed applications or any questions must be submitted by email to [CBOT@CZS.org](mailto:CBOT@CZS.org).

***Full proposals are due***

#### **Chicago Zoological Society Chicago Board of Trade Endangered Species Fund:**

The Chicago Zoological Society administers the Chicago Board of Trade (CBOT) Endangered Species Fund, which supports conservation-oriented research.

Grant projects should focus on conservation and research of specific threatened, vulnerable or endangered species or a specific habitat that is of high biological value or that is substantially threatened (IUCN Red List). This includes projects that will quantitatively assess populations and environmental status with indications for best conservation strategy and projects that will help achieve sustainable relations between local people and the species of concern and proposals focused around, fundamentally sound projects with measurable outcomes. Proposals that collaborate with or will be supported by actions from in country government bodies will be given a higher priority.

Grants are open to IUCN SSC Specialist Group Chairs and Officers, AZA/WAZA Chairs and Officers, and all interested researchers. Groups should select and submit only one proposal per funding cycle that has been ranked as the highest funding priority and endorsed by the group. Individual researchers may submit only one proposal per funding cycle.

Grant limitations are between \$1,500 and \$7,000. Projects should be completed in one year, although exceptions can be made for studies that are part of larger, ongoing projects.

#### **NOTES:**

***Grant funds may not be used for international travel.***

## **PROPOSAL PACKAGE**

In order to be considered, all proposals must be submitted in English as one complete package. Please ensure you complete all sections as described on the following pages.

### COVER SHEET

The cover sheet(s) must include the following sections and information in order to be considered complete. Please provide a curriculum vita for each principal investigator and co-investigator on the project. Curriculum vita should be no more than two pages per investigator.

**Date:**

**Project Title:**

**Name(s) of principal investigator (PI) and Co-Investigators with their professional affiliation.**

**Contact Information:** *(Full address, phone, and email)*

**Endorsing Body:**

**Species Common and Scientific Name:**

**Research Location:**

**IUCN Red List Status for the Species:**

**Total Funding Requested (US dollars):**

**Full Project Budget and Other Sources of Funding:**

**Project Start and End Date:**

**Executive Summary:** *(150 word limit)*

### PROJECT NARRATIVE

Proposals will undergo scientific review but should also be understood by biologists outside your immediate area of expertise. Scientific references are recommended but not required. Use a font of 11 points with one-inch margins (minimum). Citations should be provided on a separate page labeled as References, which will not be included in the page count of either section.

**The proposal must include the following sections and be completed in 5 pages or fewer.**

**Executive summary**

**Introduction including the major threat and conservation significance**

**Project description**

**Methodology**

**Major outcomes of the project**

**Scientific citations**

**Biographic information**

**BUDGET FORM AND JUSTIFICATION**

The budget form must be completed in full and submitted with the CBOT Application. Include a brief justification of your budget and fill in the blanks for the amount of the total budget of your project and the total amount of funding you are requesting from CBOT. NOTE: These may not always be the same amount.

Please include a detailed budget table, an example is provided. The following should be listed as separate budget items: airfare, lodging, vehicle rental (planes, boats, and cars), fuel, per diem, equipment over \$500, supplies, services (e.g., lab analyses), pharmaceuticals, and shipping/postage, printing and personnel costs. REMINDER: CBOT will not fund international travel.

**Total project budget: \$**

**Total requested from CBOT: \$**

| <b>Budget Item</b>                               | <b>Amount Requested from CBOT</b> | <b>Amount Requested from other sources</b> | <b>Status of other source requests</b> | <b>Total Cost</b> |
|--------------------------------------------------|-----------------------------------|--------------------------------------------|----------------------------------------|-------------------|
| Example:<br>20 VHF radio collars @ \$120.00 each | \$1,400.00                        | \$1,000.00                                 | Pending                                | \$2,400.00        |
|                                                  |                                   |                                            |                                        |                   |
|                                                  |                                   |                                            |                                        |                   |
|                                                  |                                   |                                            |                                        |                   |

**Budget Justification (100 words maximum):**

APPLICATION CHECK LIST

It is the responsibility of the applicant to be sure the application is completed properly.

**Incomplete or late applications will NOT be considered. All applications must include the following materials:**

- Cover Sheet
- Curriculum vitae*: the two-page *vitae* including publications for each investigator on the project. *Vitae* must be limited to a maximum of two pages per investigator.
- Budget form (as outlined on page 3)
- Project Proposal: (Five pages maximum)
- Supporting Documentation, if relevant:
  - Letter of support or endorsement
  - Reference Cited page
- Signed agreement (below) and this Check List (completed and returned with the application)

**Read and sign the agreement below:**

*Agreement: I hereby agree that all items requested above have been included with this submission. I also agree that the Chicago Zoological Society Chicago Board of Trade Endangered Species Fund (Fund) will receive copies of any publications that result from this research and that the Fund will be acknowledged in any publications presentations that result from this project. The Chicago Zoological Society also reserves the right to publicize the recipients and summarize their projects in its publications and in the popular press. I agree that a final report is requested and will be submitted no later than 90 days after the project is completed. .*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_