

INSTRUCTIONS FOR **NON-ACADEMICS** APPLYING FOR A BERGSTROM GRANT

Applicants will email their application as a single PDF to Scott Johnson at sjohnson@towson.edu.

The application must have 4 parts: cover page, project description, applicant's resume or CV (up to two pages), and a single-page budget and current/pending support statement. Incomplete applications will not be reviewed.

Applicants are expected to submit proposals that are *largely*, if not completely, free of spelling and grammatical errors, typos, missing words, etc. In addition, proposals must be consistently formatted throughout in terms of punctuation, capitalization, abbreviations, etc. Be aware that shortcomings in this regard can be a red flag signaling a lack of attention to detail and/or carelessness.

COVER PAGE

Applicants should copy the contents of the box below into a Word document (excluding the border) and then add the requested information **in boldface**, fitting it all onto a single page.

ASSOCIATION OF FIELD ORNITHOLOGISTS BERGSTROM GRANT APPLICATION FOR NON-ACADEMICS

Title of proposed project:

Applicant's name:

If applicable, applicant's employer or organization and location (city – state/province):

Applicant's email address and phone number:

Is the applicant a member of the AFO? ____ yes ____ no

Amount of funding requested from AFO in U.S. dollars: \$ (maximum: \$1500)

PROJECT PROPOSAL

Format

- 3 pages maximum not including Literature Cited, which should go on a single, separate page
- margins must be minimum of 0.75 inches/2 cm on all sides
- single-space text in un-indented paragraphs; separate paragraphs with a minimum of 6 points of blank space
- all text should be left-justified only; do not right-justify
- use a Calibri font with a font size of 11 points or larger
- do not number pages
- any and all figures must be included within 3-page proposal

Write using “active voice” rather than “passive voice” (e.g. “I will erect 50 nest boxes...” rather than “50 nest boxes will be erected...”). The pronoun “we” can be used after indicating that others will be assisting with certain aspects of the study. Denote in general who those collaborating individuals will be (e.g., co-workers, interns, volunteers, etc.); i.e., please don't leave reviewers wondering who “we” is.

The **Title** of the project should appear in boldface at the top of the first page. Do not add your name or the name of your institution. Do not include an abstract or summary paragraph at the start.

Introduction

This section of the proposal should outline the purpose and objective(s) of the project. Applicants are reminded that Bergstrom grants support *question-driven* projects that add to our knowledge of the natural history, ecology, and/or conservation of birds living under natural conditions. If not explicitly stated, the question(s) that the project is designed to answer should be obvious.

The Introduction should also make clear the project's significance, i.e., why it is worthwhile and hence worth funding. What interesting, important, and/or useful knowledge will be gained if the project is successful?

Methods

Applicants should consult the [AFO Research Guidelines](#) before writing this section. As noted in those guidelines, applicants are expected to briefly describe their experience with certain methodologies and/or the experience of the person who will provide training/mentoring in the field. This is especially the case with more advanced and/or invasive methodologies (e.g., mist-netting, blood-sampling, tracking using geolocators or transmitters, etc.).

If work has been done previously on this project or related project by the applicant or other individual, applicants may want to indicate this and state briefly what was learned and how this should enhance the success of the proposed work. If this project is new, note whether the intent is to start and complete the project in a single year (assuming adequate information is collected) or if this is the first year of an anticipated two-or-more-year study.

If appropriate given the nature of the project, state anticipated/target sample sizes. If data were collected previously, be sure to indicate the anticipated *total* sample sizes at the end of the project.

Timetable

Either within the Methods section or in a stand-alone section, indicate when the project (or, if appropriate, different parts of the project) is expected to begin and end as well as the target dates for dissemination of the results.

Dissemination

End your proposal by stating how you anticipate others will learn of your work, especially those who would benefit from knowing about it. If you plan to present your work at one or more conferences, indicate what conference(s) those might be. The AFO would also like to see a more permanent record of the project available. If your project is such that you anticipate publishing the results in a scientific journal, please note that. If the results will be in some kind of report, provide some information on this and indicate whether the report will be available online. If so, where? Describe any other anticipated efforts to disseminate the results of your project.

LITERATURE CITED

If you cite publications, reports, etc. please provide full citations on one additional page in the style of *Journal of Field Ornithology* (<https://journal.afonet.org/>). For brevity, if there are three or more authors, feel free to start the citation with "[First author's last name] et al." When finished, check to make sure that citations are complete and properly formatted. Note that proposals will not be judged on the number of citations but the key relevant citations are expected. Per the Research Guidelines, applicants may want to cite studies confirming the efficacy of some of their proposed methodologies and/or the known impacts of those methodologies (or lack thereof) on individual birds or populations.

APPLICANT'S RESUME or CV

Provide a resume or curriculum vitae with relevant information regarding professional or other preparation for the project including education, work or volunteer experience, and output such as publications or presentations. You may use up to two pages. Do not include a photo.

continued...

BUDGET AND CURRENT/PENDING FINANCIAL SUPPORT INFORMATION

On a single, separate page provide a budget for the proposed project. You do **not** need to specify exactly how you would use the Bergstrom money (i.e., on what budget line items). It will be assumed that, if received, the Bergstrom grant will be used in the most strategic way possible to support the project.

Below the budget, please list funding already secured and amounts, along with funding that has been, or will be, applied for. Include the Bergstrom grant.

A sample Budget and Support statement appears below. Canadians and other applicants incurring expenses outside the U.S. should convert cost estimates in foreign currencies to U.S. dollars.

Applications will not be ranked lower if the applicant has applied for, or will apply for, multiple grants even if the total amount of funding *applied for* along with any funding *already received* exceeds the project's total budget. The AFO acknowledges the wisdom of hedging one's bets when attempting to secure funding for a project.

Sample Budget and Support Statement

Budget and Current/Pending Financial Support Statement

Applicant: Rex Coppery

Project title: *Nesting success of Elegant Trogons in southeast Arizona at breeding sites with many vs. few birders: Are eBird hotspots trouble spots for trogons?*

<u>Item</u>	<u>Itemized cost (US \$)</u>	<u>Total cost (US \$)</u>
Game cameras to record foot-traffic near nests	24 @ \$65 each	\$1560
Rechargeable AA batteries for cameras	400 @ \$1.60 each	\$640
Digital recorders for fieldnotes	2 @ \$45 each	\$90
Gas to visit 6 breeding areas 4x each*-self	164 gallons @ \$4.00/gallon	\$656
Gas to visit 6 breeding areas 4x each*-collaborator	164 gallons @ \$4.00/gallon	\$656
*410 miles each time		Total: \$3602

<u>Funding Source</u>	<u>Received</u>	<u>Decision pending</u>
Arizona Natural History Society Grant	\$1000	
Tucson Audubon Society Research Grant	\$1250	
Southeastern Arizona Bird Observatory Grant		\$750
Arizona Game and Fish Department		\$1000
AFO Bergstrom Grant		\$1500