BCI Student Research Scholarships for Global Bat Conservation Priorities
Q&A Session, November 2016

General thoughts/comments before you start your proposal:

Be very clear about the problem you are addressing. What are the issues and what needs to be done to solve them? Make sure your methods cover everything you're proposing to do and explain how will your results be used to help. How will you be able to communicate the results effectively to communities, conservation organizations, policy makers, governments etc.

Make sure your project is realistic and achievable. If you are proposing to carry out work that seems impossible to achieve with the amount of money requested or in the time you say it will, you will not get funded.

Have you involved the right people? If you do not have all the skills to achieve your project goal are you collaborating with someone who can help you?

Remember, the people assessing your application are conservation biologists, you do not need to talk about general issues (e.g. global biodiversity loss). This takes up extra space that you can be talking about your project.

Project Category & Country

Your project may fit in to more than one of these categories, that's ok.

Project Summary (250 words max): *Provide a brief abstract of your project.*

- Wait to write this until you've filled out the rest of the application
- Abstract of your project – clear and concise

Project Significance & Justification (250 words max): *Provide a brief explanation of your project's significance to bat conservation and justification of how it relates to global bat conservation priorities (Categories 1-3 above)*

- What is so important about this species/habitat you are working on?
- What are the threats? Locally/Globally?
- What specific aspect of this problem are you intending to study?
- How will the information/data you collect help protect this species?
- Is it building on previous work? If so, how does this expand on that?
- Explain how these element of work fits into your larger project.
- How does your project relate to the Priority Categories?

Goals & Objectives (500 words max): *Explain the major goals of your project, and provide the set of objectives that you have established to help you achieve your goals.*

- What is your overall goal? E.g. Understanding how habitat change is influencing movement patterns of bats in XXX area
- What is the goal of this project? E.g. Identify the population genetic structure of XXX species of bat in a XXX area, highlighting barriers to movement.
- Long-term goal? Provide habitat recommendations to improve habitat connectivity.
- Objectives – break down your project into bitesize pieces, these are measurable outcomes (or milestones) that will help you determine the success of your project.
- Remember that performing your methods is not your goal. Your goal is not to study XX or to radio-track XX. Your goal is to understand how animals are using the landscape (as an example)

Activities & Methods (1,000 words max): *Provide a comprehensive but concise explanation of the methods that you will employ toward achieving your project's goals and objectives.*

- What are you going to do and how?
- Make sure the activities and methods are for this part of the project (e.g. don't just copy and paste from a larger project description).
- You need to convince the reader that you have properly thought this out and you are able to meet the objectives set out.
- If sampling bats – how many do you need to sample to ensure the results are a true biological representation of what's going on?
- Make it clear how the activities and methods will help you achieve your goals. If your goal is to determine whether the habitat needs of a species and your methods to do this involve radio-tracking, you should explain your sample sizes and activities that will allow you to have inference to achieve your goal

Literature Cited (500 words max): *Provide relevant and cited literature.*
- You need to prove to us that you've seen what work has already been done on this species/idea – make sure you're not repeating the same work.
- Literature cited should have authors, year published, title, journal, journal issue and page numbers.

Timetable: *A timetable for completion of the major objectives and activities of your project will need to be upload. Upload PDF.*

- Recommend creating a spreadsheet (also known as a Gantt chart).
- Use the objectives/activities you've already identified above.
- Are some objectives dependent on others being completed first?
- Keep this relatively simple. The point is to help you think through the steps and the timelines to achieve your project.

Metrics & Evaluation of Success: *A table summarizing your expected outcomes and how you will evaluate your results to determine project success.*

- Way of assessing the success of your objectives.
- List objectives and describe what has to be done to complete them – e.g. sampling X number of bats, surveying X hectares of land, recording and analyzing X nights of calls, handing out and receiving X questionnaires.
- Make something that will be useful for you during your research project. You should be able to reference this during your project and see if you are meeting your goals and achieving what you set out to do.

Plan for Sustainability (250 words max): *Explain your plans for the sustainability of your project (or the results of your project) beyond its completion.*

- How are these results going to be used after your project finishes?
- Shared with conservation organization? IUCN red list? Local government? Local community?
- Presenting at a scientific meeting or publishing your paper in a journal is usually not enough to help conservation action. What other activities will help the answers you find help conservation.
    - Talking to local communities
    - Sharing your results with resource managers

Conservation Impact (250 words max): *Explain the conservation implications and/or impact of your project.*

- How do you expect the results of this project help protect/conserve what you are studying?
- Relate back to the Priority Categories

Applicant Qualifications (250 words max): *Explain your relevant experience or level of education and training that have prepared you to successfully conduct this project.*

Applicant CV: *Applicants must submit a 2 page resume or curriculum vitae. Upload PDF*

Other Partners, Collaborators, & Stakeholders (350 words max): *List key partners, co-investigators, close collaborators, and important stakeholders for your project, and provide a brief explanation of their role in the project.*

- Important to list the other collaborators and partners of your project.
- If you or your lab does not have the experience of an aspect of your project who are you going to work with to make sure it gets done?
- If you want to work in a certain area have you got permission to go there?
- As part of a larger project have you already secured funding from other sources?

Budget: *Amount Requested from BCI:* The portion of costs that a BCI small grant would cover, from $1,000 - $2,00 (undergraduate projects) and $2,500-$5,000 (graduate projects). *Total Project Cost:* Upload a budget table showing the complete cost of the overall project, not just the portion being proposed here. Include the following budget categories: 1) salary and benefits, 2) travel, 3) supplies, 4) equipment, 5) contractual, and 6) miscellaneous.

- Budget should cover all the activities listed above.
- It is ok if it costs more than you're asking for as long as you can show where you are getting the other money from.
- Make sure you use the budget categories given above.

Budget Justification: An explanation to explain requested costs. Applicants are expected to include the amount of funds already secured for the project.

- This is the explanation of your budget amounts above. One brief paragraph for each of the 6 budget categories is expected.

References: All applications must receive two (2) letters of recommendation. The names you submit should be from professionals who are familiar with you and your project and are sufficiently established in the profession to lend credibility to their recommendations.

- Do not leave this until the last minute – letters of recommendation take a lot longer to get than you might expect.
- You cannot be considered for funding if these have not been submitted.
- Your references will get an automatic email from SmarterSelect.
- You should CONTACT THEM beforehand so they know they will receive this and be on the look-out for the email (may go to spam)
- Remind them until they have completed it. Letters are also due on Nov 30th.
- You will receive an email confirmation when they have uploaded their letter.

Timeline Example:

Tasks	Start	End	Days	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
Objective 1															
Activity 1	Mar-17	Apr-17	31	█											
Activity 2	Apr-17	May-17	30		█	█	█								
Activity 3	May-17	Jun-17	31			█	█	█							
Objective 2															
Activity 4	Jun-17	Jul-17	30				█								
Activity 5	Jul-17	Dec-17	153						█	█	█	█	█		
Activity 6	Oct-17	Jan-18	92									█	█	█	
Objective 3															
Activity 7	Oct-17	Jan-18	92									█	█		
Activity 8	Nov-17	Feb-18	92										█	█	█
Activity 9	Nov-17	Mar-18	120										█	█	█

Basic examples:

- Objective 1 (e.g. Field work)
  - Activity 1 (e.g. Identify caves for sampling)
  - Activity 2 (e.g. catching bats)
- Objective 2 (e.g. Lab work)
  - Activity 4 (e.g. Sample preparation)
  - Activity 5 (e.g. DNA extraction/sequencing)
- Objective 3 (e.g. Data analysis/writing up)
  - Activity 7 (e.g. Sequence alignment/Statistical analysis)
  - Activity 8 (e.g. Statistical analysis)
  - Activity 9 (e.g. Report writing/outreach)

Metrics & Evaluation of Success

Name:		Project Title:		Start/Finish Date:	
Project Goal:					

Objective	Activity	Milestone	Deadline
Objective 1 Description	Activity 1		
	Activity 2		
	Activity 3		
Objective 2 Description	Activity 4		
	Activity 5		
	Activity 6		
Activity:	These are the different stages of your project you have described		
Milestones:	These are measurable indicators that can be used to assess progress		