# **Application Instructions**

To apply, please submit the application form on our website. Applicants who are unable to submit the form may instead email their application to conservation.grant@hawkwatch.org. A full list of requirements can be found below.<sup>1</sup>

#### **Basic Information**

- Applicant name
- Applicant email address
- Country where the project will take place
- Country where the applicant retains citizenship
- · Name and contact information for hosting NGO or university
- Grant amount requested
- Total project budget
- Species the applicant will study, its IUCN RedList conservation status, RCPI-Edge score, and number of published papers as per most recent list

#### Applicant Resume or CV

- Maximum 2 pages
- Must include current employment or affiliations
- May be submitted in English or Spanish

## **Applicant Short Biography**

- Limited to one page, single-spaced
- Should detail the applicant's experience, current position, and affiliation(s)
- Should explain how this project relates to other work done by the applicant and to the applicant's career goals

<sup>&</sup>lt;sup>1</sup> Applications must be submitted in English. The applicant's CV or resume may be submitted in English or Spanish.

Project Description (3 pages, single-spaced maximum) that includes:

- Abstract of no more than 200 words detailing the species, country, and research question or conservation action that will be pursued
- Background on the species, study site, and research question or conservation action, and explain the importance of the project
- Study Objectives that specifically outline what research or conservation priority the project will aim to fill and how
- Methods that specifically detail data collection, management, and analysis methods<sup>2</sup>
- Permits—detail whether permits will be required for the project and the anticipated timeline for acquiring them
- Expected Outputs that specify the deliverables for the project (e.g. project report, scientific publication, number of people engaged, etc., as bullet points)
- Timeline for project completion<sup>3</sup>, detailing when each component of the project will start and be completed, including Expected Outputs
- Literature Cited

### Budget

- Itemize all project expenses
- Include any institutional overhead charged by the NGO or university
- Specifically detail how grant funds will be spent
- Include additional sources of funding secured, and/or applied for

<sup>&</sup>lt;sup>2</sup>The methods section should be detailed enough that the project could be replicated by another researcher. This is the section we have seen be the weakest in prior applications.

<sup>&</sup>lt;sup>3</sup> Projects must be completed within 18 months of receipt of grant funds