AOS Research Grants – Guidelines for Application Format

A complete application consists of three parts. Send all materials appropriately collated in a single **PDF file**. The entire file should not exceed 8 pages, including the proposal statement, budget, and the applicant's CV. The PDF must be named in the following format: LastName_FirstName_AOSResearchGrant_2024.pdf. ***Applications not using this format will not be accepted.*** Use the following format in preparing your application:

1. Proposal Statement
- Length: 5 pages or less (including references and tables and/or figures)
- Double-spaced (Literature Cited and CV can be single-spaced)
- One-inch margins
- There is no strict font size/style requirement, however, it's recommended that it be 11-12 point font
- Cite references in the text using the author-date method
- Include the following in the body of the proposal:
    1. Heading - Include at the top of the first page your name, e-mail address, institutional affiliation, and the title of your proposal.
    2. Abstract - No more than 150 words.
    3. Introduction
        - Provide relevant background information.
        - Clearly explain the significance and uniqueness of your project and what 'gap' (or unanswered question) in the literature your study will address & help clarify. What information will your study provide that is not currently available? How will your study help answer important questions in the ornithological literature?
        - Clearly state the specific objective(s) of the project.
    4. Methods and experimental design
        - Explain how the study will be carried out and, where necessary, explain why this approach, and not others, was chosen.
        - Provide references where possible to lend support to your choice of methods.
        - Given the varying backgrounds of members of AOS Committee on Research Awards, write this section for reviewers who may know little about the specific methodological details in your particular field.
        - If the project involves capturing, manipulating, or collecting animals, or otherwise requires permits (especially if it is to be conducted in a foreign country), make it clear on the dropdown menu on the application page of the website whether you have obtained, or have at least initiated the process of securing, the necessary permits and IACUC approval (or your institution's equivalent of an IACUC).
        - Include a statement describing how the project will provide some improvement of, or for the community where the research will take place.
    5. Timetable

- Dates for completion of project, graduation (if applicable), and publication of results.
6. Facilities
    - Describe the available facilities (e.g., specialized equipment, labs, and study sites) required for the proposed project.
    - Clearly indicate the extent to which you have made arrangements for the use of facilities, e.g., "Dr. X at the University of Y has agreed to help me with the use of her sound analysis equipment."
7. Literature Cited
    - Cite references according to the format used in the journal *Ornithology*.
8. Figures, legends, and tables
    - Use as necessary to clarify the text. Reduce and arrange these so that they all fit on one page.

2. Budget

- Length: 1 page only
- Be reasonable and specific, and remember that the maximum request is $2,500.
- Padded budgets and requests for items that do not appear necessary will reduce the chances of your study being funded.
- If you are applying via a university, indirect costs will not be provided.
- Appropriate budget item requests include:
    1. Essential research-related travel (e.g., to and from a study site)
    2. Expendable supplies and equipment
    3. Living expenses in the field for the applicant and field assistants
    4. Requests for salaries for assistants are acceptable
- Inappropriate requests for budget items include:
    1. Travel to meetings
    2. Publication charges
- Include the following in the budget:
    1. List budget items: For each item, indicate clearly whether you are requesting it from the AOS or another source. The budget list should be arranged according to actual or potential funding sources. You may need to indicate "Pending" for some items.
    2. Statement of justification and need: In some cases, it may be necessary to explain briefly why you need certain items. Include a brief statement summarizing how the project may have to be modified if AOS funding is not granted.
    3. Multiple Applications to Granting Agencies: Applicants are encouraged to apply to other agencies besides the AOS for funding the same research project and even for the same items. Applicants must not, however, accept more than one award or grant for the same budget item.

3. Curriculum Vitae

- Length: 2 pages or less and can be single-spaced.

- Include information about your:
    1. Educational and research background
    2. Employment history
    3. Papers and posters presented at meetings
    4. Publications
    5. Do not send reprints or thesis proposals