

EARTHWATCH INSTITUTE

APPLICATION GUIDELINES AND ASSESSMENT CRITERIA

About this document

This document contains three sections:

1. General guidelines
2. Guidelines and assessment criteria for completion of the Research Project Concept Note template
3. Guidelines and assessment criteria for completion of the Research Proposal template

We suggest that before you complete the Concept Note you read both the guidelines for the Concept Note and the Proposal to ensure you will be able to complete the Proposal, should your Concept be approved.

Earthwatch Institute's mission:

Earthwatch engages people worldwide in scientific field research and education to promote the understanding and action necessary for a sustainable environment.

1. GENERAL GUIDELINES

Application Timeline and Procedure:

The grant application process at Earthwatch Institute begins with the completion of a Concept Note, which should be submitted at least 18 months in advance of the anticipated field work. This is to assess if the project will fit the broad research priorities and funding streams of Earthwatch. If the Concept Note meets Earthwatch internal requirements/criteria, *an invitation to complete* a Proposal is sent out. This is followed with the completion of a Proposal. Although the guidance information is in a single document the Concept Note and Proposal are separate templates.

If the Proposal fits the Earthwatch criteria, it will be assessed by two or more independent scientific peer reviewers with expertise relevant to the proposed research. While the proposal is being peer reviewed, a member of the Earthwatch Field Management team will work with the lead scientist to refine project logistics, health and safety issues and the budget.

Proposals have a 3 year life span; projects are renewed on an annual basis based upon research outputs, volunteer feedback, health, safety, other logistics and budget. After three years of support a renewal proposal is requested.

Eligibility

Earthwatch supports doctoral and post-doctoral researchers. However, researchers with equivalent scholarship or commensurate life experience, and doctoral candidates supported by a scientific advisor are also eligible to apply.

Applicants intending to conduct research in countries other than their own should include host country nationals in their research staff and be able to demonstrate how expertise will be transferred. Letters of support from local partner institutions should be provided (see section 10 – partnerships and collaborations below).

2. GUIDELINES AND ASSESSMENT CRITERIA FOR COMPLETING THE CONCEPT NOTE

The guidance and assessment information below corresponds directly to the numbered sections in the Concept Note template.

Date – give the date the proposal was completed.

1. Project information

- Project title should reflect the subject and question being studied
- Be specific about research location. Include the nearest town, state, and country
- List any protected area status, including national or international site designations, such as World Heritage Site, National Park, Biosphere reserve. List the IUCN Protected Area Management Category (see http://www.unep-wcmc.org/protected_areas/categories/index.html for guidance on the categories)

2. Contact Information

Provide contact information for each lead scientist, known by Earthwatch as Principal Investigator (PI). Please indicate with a * the named PI who will be leading and supervising volunteers in the field. Earthwatch expects one PI to act as the main contact point for the project.

3. Abstract

Provide an abstract for the project, maximum words 200

4. Earthwatch Priority Areas

In the table, explain how the project contributes to one or more of the Earthwatch Priority Research Areas.

Earthwatch Institute will preferentially fund projects which specifically address one or more of the four target Priority Research Areas that we have identified to help contribute to relevant global agendas and address some of the most pressing environmental issues of our century. These four Priority Research Areas are: Climate Change, Sustainable Resource Management, Oceans and Sustainable Cultures. A summary of these Priority Research Areas follows.

Sustainable Resource Management

Earthwatch believes that effective sustainable management of environmental resources is the key to both social and economic development. We need to be able to rely on the products and benefits supplied by ecosystems, such as food, water, timber, medicine, pollination, and recreation. In this endeavour, we often deal with issues around human-wildlife conflict, pressures on indigenous species and threatened ecosystems. This means trying to halt or reverse the harmful trends of habitat destruction through over-exploitation, pollution and invasive non-native species. In order to support this priority, Earthwatch research promotes and supports work on the protection of habitats and species across a range of ecosystems. They

include not only those that are still unspoiled in biodiversity hot spots, but also in multi-use, farmed and forested landscapes.

Climate Change

A further priority will be to focus on one particular environmental pressure, namely the changing climate. Earthwatch research will contribute to measuring the impacts and understanding how to adapt to, reverse, and thus better cope with, the inevitable effects of climate change on ecosystems. We will also increase knowledge of the mitigating effects of ecosystems on global warming, through better understanding of carbon storage in forests and wetlands.

Oceans

Earthwatch research will improve understanding of the critical issues affecting the environmental health of the oceans. Coastal seas are the most productive part of the oceans and yet the most easily damaged, being closest to land and the influence of detrimental human activities. Such sources of human-wildlife conflict include fishing, fish-farming, oil exploration and production, shipping and its infrastructure and the pollutants from the land and estuary based industries. Earthwatch research determines solutions to the impacts on ecosystems which include critical populations of species such as turtles, manatees, dolphins, whales, sharks and seabirds. A specific habitat focus is on the health and restoration of coral reefs, sea-grass beds and mangrove forests.

Sustainable cultures

A common goal throughout all of our efforts is the target to sustain human livelihoods through maintaining and, where necessary, enhancing the ecosystems on which they depend. However, achieving a sustainable environment also depends on the behaviours, values and actions of cultures and societies. Thus, our sustainable cultures research contributes to a better understanding of human interaction with the environment, both past and present, through assessments of behavioural change, attitudes, adaptation and evolution. Research in this area, through indigenous knowledge and archaeology, examines cultural links to environmental degradation, how past practice and environmental interaction can inform today's adaptation, and safeguarding cultural heritage.

5. Goal and objectives

This section should cover what you expect to achieve within the first 3 years of Earthwatch Institute support. Goal and Objectives are linked: achieving the objectives should contribute to achieving the overall goal of the project.

a. Goal. Provide a concise summary of the project's overall goal.

A goal is a summary of the desired state that a project is working to achieve. A good goal should be: visionary, relatively general, brief (a maximum of 200 words) and measurable. It should be ambitious yet realistic. (It is also known as the final or desired impact).

b. Project Objectives. Give concise statements setting out the project objectives, adding extra rows as required.

Objectives should be specific statements detailing the desired accomplishments, milestones, or outcomes of a project. A good objective should be SMART: specific, measurable, achievable, relevant and time limited. Achieving the project's objectives should lead to the achievement of the project's goal. (Objectives are also known as

milestones or outcomes). Methods for achieving each objective should be outlined here and will need to be elaborated upon if a proposal is requested.

6. Need for Volunteer Participation

All proposals must include a role by non-specialist volunteers recruited by Earthwatch to help with the field research. Proposals that do not set out a clear and genuine need for volunteer involvement in helping to collect research data will not be funded. Projects should identify a range of tasks suitable for non-specialist volunteers and should aim to enhance volunteer experience, with a range of skills and techniques learned.

a) Outline the specific volunteer research tasks for each activity that volunteers will participate in.

b) and c) Indicate the minimum number of volunteers needed to complete work and the maximum number able to occupy with useful tasks. The number of volunteers per team should be between 4 and 12. Projects involving fewer than 30 volunteers over a field season are less likely to receive support.

d), e), and f) Earthwatch runs special teams for teens, families, students and teachers which are proving to become more and more popular. Please indicate if you are able / interested to run these special teams. Stating 'no' does not mean that your project will be rejected.

g) Earthwatch is working to become a more inclusive expedition organisation. Please state whether or not your project could accommodate people with disabilities (such as wheelchair or walking aid users, hearing or sight impaired, learning disabilities, etc.)

7. Project Staff

List lead staff members and submit CVs with the Concept Note.

8. Team dates

a) Provide a date range (months) for the teams and indicate most crucial times for data collection (if applicable).

b) Provide the number of days a team would run for (usually 6 to 14 days).

9. Accommodations

Please indicate the accommodation type provided, and distance from research site. If your accommodation type is not listed please provide details next to 'Other'.

10. Budget

Provide indicative costs for your proposed volunteer teams. If Earthwatch would like to pursue your application you will be asked to submit a detailed budget. You may attach a breakdown of your funding requirements with your concept note if you wish.

When calculating your funding requirements please note the following:

- Earthwatch can accept budgets in GBP, Euros or USD, please submit your budget in the currency that is most beneficial to your project.
- The budget should cover all of the teams in a one year time period.
- The budget is based on a per capita grant i.e. the total expedition budget divided by the total number of Earthwatch volunteers assigned at minimum and maximum.
- Per capita grants average \$900. Although team size and number may vary, a typical project might employ 24 to 60 volunteers per year with 6 to 10 volunteers on 3 to 6 sequential teams.
- Earthwatch budgets MUST cover living expenses (food, accommodation and transport) for the volunteers while in the field.
- If PI and research staff accommodation and transport costs (during the project teams) are not covered by other sources of funding please include these costs in your estimate .
- Earthwatch budgets do not cover salaries of principal investigators, research staff or capital equipment (items costing more than \$2,000).
- Depending on budgetary constraints, salaries can be provided for local research staff for the period of each research team.
- Camp staff (cooks/drivers etc.) costs can be included in the budget. Accommodation, food and travel costs for students should be included.

3. GUIDELINES AND ASSESSMENT CRITERIA FOR COMPLETING THE RESEARCH PROPOSAL

The guidance and assessment information below corresponds directly to the numbered sections in the Research Proposal template. If you are requested to complete a Research Proposal, please update any details in the Research Concept Note that have changed since submission, and provide both documents.

Date – give the date the proposal was completed.

SECTION ONE - RESEARCH

1. Project Information

- Project title should reflect the subject and question being studied
- Be specific about research location. Include the nearest town, state, and country
- Provide latitude/longitude, if known, in dd,mm,ss format.
- List any protected area status, including national or international site designations, such as World Heritage Site, National Park, Biosphere Reserve. List the IUCN Protected Area Management Category (see http://www.unep-wcmc.org/protected_areas/categories/index.html for guidance on the categories)

2. Contact Information

Provide contact information for each Principal Investigator.

3. Research Overview

This section provides an overview of the project, setting it in context in non technical language. This section is required in order to produce the project briefing, a document which is sent out to all volunteers in advance of the project. The briefing is also available to the general public via the Earthwatch expedition web pages

This section can be up to a page long and should include:

- The need for the project with respect to environmental sustainability at local, national and international levels including global agendas, priorities and goals.
- The status (i.e. threat or urgency) and importance of the focus of the project (e.g. species, habitats, archaeological/ palaeontological/ cultural features; livelihoods)
- The global, regional and local context for the project, including previous/ relevant work on the subject and at the research site
- A summary of key partner involvement
- A description of the impact and principal outcomes of the project including impact on sustainable livelihoods
- A description of how the outputs of the project will be used, including expected impact and legacy of the project
- A description of the main educational and capacity building opportunities created by the project.

4. Methods

Provide methods for each of your Project objectives (listed in Question 5 of Concept Note or add additional objectives), as appropriate.

Describe how the resulting data will be analysed, and clarify technical language in a glossary. Sample data sheets and interview questionnaires can be included as appendices if required.

Add extra rows as appropriate until you have given methods for each of the project objectives.

5. Measures of Success

Earthwatch has recognised the need to identify a small number of high-level measures of success (MoS) to express achievements across the diverse portfolio of projects towards the Earthwatch mission, specifically the results of our research, conservation and engagement activities.

You should indicate with Y/N in the table which of the MoS are relevant to your project. You will be asked to report on the MoS; the frequency and method of reporting for each measure is set out in the table.

The following details will help you to complete the remaining MoS questions:

You will be asked for details on MoS 1 Publications in peer reviewed journals, 2 Contributions to / production of management plans and reports and 7 Management plans adopted and implemented – in section 9, Dissemination.

MoS 3: Threatened IUCN Species studied

a) List all threatened IUCN Red-Listed species that the project is directly studying, taking the names and category/ criteria from the Red-List website (www.iucnredlist.org). Add extra rows as appropriate.

b) For any endangered species not listed by IUCN, provide a justification for why the focal species merits study. For example, it may be undergoing a rapid decline but has not yet been assessed against the IUCN criteria; it may be a keystone species; it may belong to a monophyletic genus or family.

MoS 4: Threatened ecosystems studied

Pick from the following list of EW priority biomes, taken from WWF's Global 200 ecoregions (for details on the Global 200 see: <http://www.worldwildlife.org/science/ecoregions/q200.cf>)

EW priority Biomes

Terrestrial:

Boreal Forests/Taiga

Deserts & Xeric Shrublands

Flooded Grasslands and Savannas

Mangrove

Mediterranean Forests, Woodlands, & Shrub

Montane Grasslands and Shrublands
Temperate Broadleaf & Mixed Forests
Temperate Coniferous Forests
Temperate Grasslands, Savannas, & Shrublands
Tropical & Subtropical Coniferous Forests
Tropical & Subtropical Dry Broadleaf Forests
Tropical & Subtropical Grasslands, Savannas, & Shrublands
Tropical & Subtropical Moist Broadleaf Forests
Tundra

Freshwater:

Large Rivers
Large River headlands
Large river deltas
Small river basins
Large lakes
Small lakes
Xeric basins

Marine:

Polar
Temperate shelf and seas
Temperate upwelling
Tropical upwelling
Tropical coral

MoS 5: Threatened cultural heritage studied

Earthwatch uses the UNESCO WHC definition of cultural heritage:

Monuments: architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features, which are of outstanding universal value from the point of view of history, art or science;

Groups of buildings: groups of separate or connected buildings which, because of their architecture, their homogeneity or their place in the landscape, are of outstanding universal value from the point of view of history, art or science;

Sites: works of man or the combined works of nature and man, and areas including archaeological sites which are of outstanding universal value from the historical, aesthetic, ethnological or anthropological point of view.

- a) Give the name of the monument/ groups of buildings/ site studied by the project.
- b) Provide information on the threatened status and/or importance of the monument/ group of buildings/ site studied, providing any designations (national, regional or international) e.g. national designations, such as Scheduled Monument in the UK, regional designations, such as listed in inscribed as a UNESCO World Heritage Site/ on the World Heritage in Danger list <http://whc.unesco.org/en/list> or identified by ICOMOS as heritage at risk/ at danger, ICOMOS website: <http://www.international.icomos.org/risk/index.html>

MoS 6: Threatened Intangible cultural heritage studied

Earthwatch uses the Convention for the Safeguarding of the Intangible Cultural Heritage definition of intangible cultural heritage:

The “intangible cultural heritage” means the practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature and their history, and provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity. For the purposes of this Convention, consideration will be given solely to such intangible cultural heritage as is compatible with existing international human rights instruments, as well as with the requirements of mutual respect among communities, groups and individuals, and of sustainable development.

a) The “intangible cultural heritage”, as defined above, is manifested inter alia in the following domains:

- i) Oral traditions and expressions, including language as a vehicle of the intangible cultural heritage;
- ii) Performing arts;
- iii) Social practices, rituals and festive events;
- iv) Knowledge and practices concerning nature and the universe;
- v) Traditional craftsmanship.

b) Provide the name of the threatened intangible cultural heritage studied and provide details on its threatened status, including any designations, such as, for example, listing in the Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity (<http://www.unesco.org/culture/ich/index.php?pg=00103>)

For further details see <http://www.unesco.org/culture/ich/index.php?pg=00002>

MoS 7: Management plans implemented and adopted is reported on in section 9, Anticipated Dissemination

MoS 8: Conventions, agendas and policy

Earthwatch’s priority Conventions/ agendas are as follows:

- Convention on Biological Diversity: <http://www.cbd.int/default.shtml>
- Convention on Migratory Species: <http://www.cms.int/>
- World Heritage Convention: <http://whc.unesco.org/>
- RAMSAR: <http://www.ramsar.org/>
- Global Strategy for Plant Conservation: <http://www.cbd.int/programmes/cross-cutting/plant/default.asp>
- Millennium Ecosystem Assessment: <http://www.millenniumassessment.org/en/index.aspx>
- Important Bird Areas: <http://www.birdlife.org/action/science/sites/>
- Man and Biosphere Reserve: <http://www.unesco.org/mab/mabProg.shtml>

However, if you intend to submit data to conventions/policy not listed here, include this in your answer.

MoS 9: Livelihoods maintained and enhanced

If the proposed project will maintain or improve local livelihoods, provide details. Try to include quantitative indicators that will be easy to report on, such as number of jobs created, increased income, number of local people trained, improvement in distance to nearest health care facility, improvement in access to water, etc.

Mos 10 Threatened IUCN Species maintained or enhanced

If the proposed project will restore, maintain or enhance populations of threatened IUCN Red-Listed Species, provide the requested details. Take the names and category/ criteria from the Red-List website (www.iucnredlist.org). Add extra rows for extra species as appropriate.

MoS 11: Threatened biomes maintained or enhanced

If the proposed project will restore, maintain or enhance habitat(s) within one of Earthwatch's threatened biomes (listed under MoS 4, above) provide the details requested.

MoS 12: Cultural heritage safeguarded and sustained

Examples of ways in which your project may result in the safeguarding of cultural heritage include the establishment of protected area status to the site/ group of buildings or monument. When asked to report on this at fourth year renewal, you will need to provide details, including site designation, date of designation and designating body (such as inscription as a World heritage site, date of inscription, UNESCO WHC)

MoS 13: Threatened intangible cultural heritage safeguarded and sustained

For intangible cultural heritage, 'safeguarding' means ensuring the identification, documentation, research, preservation, protection, promotion, enhancement, transmission, particularly through formal and non-formal education, as well as the revitalisation of the various aspects of this heritage.

6. Monitoring and evaluation

You should formulate a monitoring and evaluation plan at the project planning stage and implement this plan as you implement activities.

STEP 1. Define the measurable indicators

"THE WHAT" of project monitoring. How will you know when you have achieved what the project set out to do? An indicator is a unit of information measured over time that documents changes in a specific condition. A given goal, objective or activity can have multiple indicators. A good indicator is SMART: specific, measurable, achievable, relevant, and time-bound. The indicators you chose should clearly demonstrate a change at objective and goal levels.

STEP 2. Define the methods of measuring the indicators

"THE HOW"; a specific technique used to collect data to measure an indicator. Methods vary in their accuracy and reliability, cost-effectiveness, feasibility, and appropriateness. They generate **quantitative or qualitative** data and should be

comparable over time and across indicators. These are sources of information used to verify the accomplishments of the project.

STEP 3. Frequency of monitoring

After setting out the 'what' and 'how' of project monitoring, indicate the frequency that this data will be collected in the last column. Add new rows as necessary until you have given monitoring information for your project's objectives and goal.

The answers you provide in this section form the basis of future project monitoring and evaluation by Earthwatch.

The compulsory annual field reports on progress towards achieving objectives and the project's goal will be taken into account when your project is due for renewal. For this reason, this section must be kept under regular review and be updated whenever the project changes.

7. Volunteer Research Tasks

All proposals must include a role for non-specialist volunteers recruited by Earthwatch to help with the field research. Proposals that do not set out a clear and genuine need for volunteer involvement in helping to collect research data will not be funded. Projects should identify a range of tasks suitable for non-specialist volunteers and should aim to enhance volunteer experience, with a range of skills and techniques learned.

a) Outline the specific volunteer research tasks for each activity that volunteers will participate in. Explain the **need for volunteers** for each task, and set out the rigour of the work, percentage of total field work taken up by each task and any relevant training and/ or supervision required for volunteers to be able to successfully carry out each task by completing the table (adding extra rows as required).

b) Are there any volunteer skills that are essential or considered helpful to carry out your research (such as diving certifications)?

c) Projects should include sufficient volunteer tasks or activities to mitigate for circumstances preventing execution of primary volunteer tasks (such as bad weather, for example) if this is relevant.

8. Project Staff

a) Complete the table for Principal Investigator(s) and Field Team Leaders. Include a CV for any Field Team Leader who's CV was not provided with the Concept Note.

Give the project role and responsibilities, date of birth, nationality, current research focus, relevant affiliations, highest qualification (stating the subject and institution). State any previous involvement at the research site and any previous experience of working with volunteers with details and dates.

b) Complete the table to indicate presence of staff on each team.

At least one Principal Investigator (PI) must be present for each team. We suggest a minimum staff-to-volunteer ratio of 1:5 and recommend that one staff member be assigned to manage logistical operations. **The lead PI should always be present on the first team.**

List the name of each member of staff in the left hand column, indicate any current first aid (or equivalent) qualification they have (providing details of training, dates and accrediting body, e.g. Red Cross) and then indicate which staff members will be present in the field during each team by inserting 'X' to indicate presence. Leave blank if staff member not present during that team. Add extra rows or columns as required.

c) Do you have any medical conditions that could limit your ability to lead volunteers?

If yes, please provide details. If your application is accepted you will be expected to complete a health form.

9. Anticipated Dissemination

In line with our mission, Earthwatch Institute is committed to research and results that will be disseminated to local, national, and international audiences.

The project team should identify how they plan to disseminate information arising from the project and how the information will be put into effect.

You do not need to complete every section and we are aware that some of these outputs are difficult to anticipate at the start of a project. If you later produce a dissemination output that you did not tell us about in the proposal, you can still report on this in your annual report.

In the table below, tell us about how you plan to disseminate your work to various audiences. Include the type of output (see the list below), proposed titles or relevant details (if possible), projected timeline, intended audience and involvement of project partners for each method of dissemination listed in the table, adding extra rows where required. State if the aim is for a management plan to be adopted and implemented; indicate what organisation will be implementing the plan and the desired result of implementation.

Where project partners are involved in the dissemination of project results, this should be indicated in the table. Where more than one partner organisation is involved in dissemination of results, you should indicate the lead partner, if appropriate.

The dissemination strategy will be reviewed during annual reporting. Evidence (e.g. PDFs of reports) of dissemination objectives stated in the proposal must be submitted during annual reporting. **Please acknowledge the Earthwatch Institute in all dissemination outputs and include the EW logo when possible:**



Category of dissemination	Type	Title/details	Timeline	Intended audience	Partner(s) involved
Printed	Peer reviewed scientific publications; book / book section; report, management plan				

	or policy; fact sheet, brochure, leaflet, pamphlet, poster, academic dissertation, annual report, proceedings of conference or workshop; letter/ direct mailing, newsletter				
Visual	Artwork; visitor centre, poster or display, slides, photographs				
Digital	Database; internet - websites, email group/ blog/forum; CD Rom, e-newsletter				
Mass media	Broadcast production; film; TV, radio, print (newspaper/ magazine coverage); Press releases; press conference; interview, article creation; press trip				
Interpersonal and Community/ organisational meetings and conferences	Presentation/ lecture; conferences; workshops; training sessions; discussions; local community meetings and events.				
Educational resources	Lesson plans; resource packs				
Other (specify)					

10. Partnerships and Collaborations

Complete the table (where appropriate) describing the various partnerships and collaborations associated with your project.

Earthwatch will favour projects with strong local partnerships such as local institutions, organisations and/or communities at all stages of the project cycle, including the development stage of the project. Detail the nature of the partnership and the role they play in supporting the proposed project. Please provide letters of support from local partner institutions if possible.

11. Educational Opportunities and Capacity Building

If appropriate, explain how the project will create or enhance educational and capacity building opportunities for project stakeholders, including the local community (excluding Earthwatch volunteers)

The project should create or enhance educational and capacity building opportunities for staff, partner organisations, young scientists, the local community and other

stakeholders. If known, state the number of people that will gain increased awareness and skills.

Examples of educational activities include:

- Education workshops for local schools and teachers (in the field or in school)
- Provision of case studies for production of learning resources for schools
- Providing opportunities for local community members to visit the field site
- Contributing to local and national media (newspapers, newsletters, films, TV, radio) to communicate the impacts of the research
- Giving talks about the research at community and regional level
- Contribution to interpretation material at Conservation Education/ Tourist/ Visitor Centre or museums
- Informing global and local education agendas and curricula.

Examples of capacity building activities include:

- Developing, strengthening and supporting environmental institution building
- Promoting involvement of the local community in the project
- Enhancing wide access to information relating to and arising from the project
- Facilitating technology transfer
- Disseminating best practice examples
- Formal and informal (on-the-job or hands-on) training of members of local community, individuals from local institutions and organisations
- Building individual, organisational and institutional skills, ability and professionalism

12. Sustainability of the Project

If possible, provide a brief statement relating to the sustainability of the project.

Earthwatch is working towards improving the long-term legacy of its projects; to this end, we are starting to ask Principal Investigators to provide a brief statement relating to the sustainability of the project. All projects should ideally have considered this at the application stage to promote the long term legacy of the project. This should include a commitment from the project partners. It should also include one or more of the following:

- Mechanisms or strategies to continue the research (if necessary) after the initial three years of funding by Earthwatch, including securing other potential sources of funding
- Implementation of management plans or recommendations arising from the research
- Evidence of current and future planned funding
- Current match funding or support for project
- Evidence of transfer of knowledge and/or capacity to regional communities and managers to continue any developed programs

13. Literature Cited in the Proposal

Provide a list of references to literature cited in the proposal.

14. Glossary of Scientific Terms used in the Proposal

Provide a list of scientific terms that have been used in the proposal and an explanation.

END OF INFORMATION SENT TO REVIEWER

SECTION TWO - FIELD LOGISTICS

15. Research Area

a) **Emphasise the area's attractions as well as its hazards.** List any potential safety risks associated with the research area, including health hazards which might be encountered.

b) **Describe the research area's climate, flora and fauna, geographic environment and culture.** Note temperature extremes, altitude, precipitation, humidity, insects, and other possible irritants. Earthwatch recruits volunteers from many different countries. Please describe the cultural atmosphere in which teams will be living and working (such as predominant spoken language, is English commonly understood, religion, special customs or unacceptable behaviours).

c) Earthwatch volunteers travel on tourist visas. **If other visas or permissions are required for volunteers to work at the research site, please specify.** What are the procedures and time constraints associated with the issuance of such documents?

16. Accommodations

a) **Describe the team's accommodation,** including if volunteers will be camping or sleeping indoors. Is there access to electricity, refrigeration, or internet access? Indicate what type of beds and bedding will be provided, or what volunteers should bring with them.

b) **If volunteers will be sharing please specify how many per room** and whether or not volunteers can be split by gender.

c) **Can couples be accommodated** with privacy? Is there a limitation on the number of couples you can accept?

d) **Please describe the toilet and bathing facilities** including whether there will there be showers, if there is hot water available, whether there is conventional sanitation or pit toilets.

17. Food

a) It is Earthwatch's experience that good food is essential for good morale! **Please describe the cooking arrangements.** If volunteers are expected to assist in meal preparation, shopping, or clean-up please specify.

b) **Describe the typical fare, available and unavailable foods**, and any special local attractions (restaurants, pubs, cafes, etc.).

c) **Can you accommodate special diets** such as vegetarians, vegans, lactose intolerance, gluten-free, etc.?

It is expected that research staff share meals with their teams.

18. Physical Conditioning/Medical Advice

a) **Describe the physical and psychological demands of the expedition.** Be specific about the amount of weight to be carried, distance walked, etc. and recommend appropriate activities to help volunteers prepare in advance of the project.

b) Are there activities during research or recreational time that participants could be involved in that are considered dangerous or carry an unusual risk of accident? (Such as operating heavy equipment, horse back riding, canopy research etc.)

c) **Specify any limitations that would make participation by volunteers difficult or uncomfortable** (such as mobility restrictions, allergies, phobias, etc.)

19. Field Communications

a) **Does the research/accommodation area have access to 24 hour communication?** Specify how volunteers and PIs/staff can be reached in the field (e.g. mail, telephone, fax, cable/telegraph, e-mail), for emergencies, and casual communication.

b) List all project communication equipment including satellite phones, mobile phones, walkie talkies, EPIRBs, VHF radios, etc.

20. Rendezvous

a) **Where will volunteers be met on day one by project staff?** The rendezvous point is usually the commercial airport or town closest to the research site. It is helpful if you set the rendezvous time in accordance with local transportation schedules.

b) How far is the suggested rendezvous from the research site? Please give the distance in kilometres and the time it takes to reach the research site.

c) What mode of transportation will be used to travel to the research site?

21. Itinerary

a) **Briefly outline the project's anticipated day-by-day schedule from day one (rendezvous day) to the departure day of each team.** Please include details of orientation and recreational activities. If there is more than one research site, indicate which activities will take place at each site. If the itinerary differs from team to team due to changes in research site or activities please list these differences.

b) **Briefly outline a typical research day from rising to retiring.** Specify the approximate times for field work, meals, data inputting and daily briefings/facilitated discussions. .

22. Field Supplies

List all equipment and clothing volunteers should bring—e.g. tents, sleeping bags or other bedding, foul-weather gear, boots, sun protection, hats, gloves, hand tools, etc. Specify type and seasonal changes in clothing, preferred type of luggage, if any (e.g. suitcase, backpack, etc.), and any baggage or equipment limitations.

For all items please indicate whether items are:

- a) essential or
- b) recommended.

23. Exhibits

a) Personal References

b) Copy of research permits

A copy of all research permits/authorisations must be submitted to Earthwatch with your proposal.

c) Two maps:

a) a country map clearly showing the location of the research area

b) a detailed map of the research area showing the relationship of the rendezvous site to the expedition's residential and research sites;

d) Photos of: PI and co-PI, research location, research subject, and accommodation.

Please note:

Image specifications:

Most preferable: COLOR DIGITAL IMAGES. Either, images scanned in at no less than 1800-2000 dpi (dots per inch) at a size of 1x1.5 inches OR images scanned in or taken at a minimum of 300 dpi at a size of 5x7 inches if possible and no smaller than 4x6 inches.

Second choice: COLOR SLIDES.

Last choice: Color Prints. Please send only if digital images or slides are not available. Please send the clearest and most sharply focused.

Labelling specifications:

Each image must be labelled with the Principal Investigator's name, a photo/artist credit, copyright information if applicable (we will otherwise assume the photos can be used rights-free and with no restrictions for Earthwatch promotion only), a brief explanatory caption, including the names of any co-PIs or staff appearing in the picture. If you need the photos returned to you, please specify this as well.

24. Budget

Below is a sample budget that can assist you in calculating your funding requirements. Earthwatch funds fieldwork costs, but does not support organisational overheads or high value equipment costs.

Research & Volunteer Staff		Minimum Volunteers	Maximum Volunteers
Number of:			
•	Principal Investigators	1	2
•	Professional Staff	2	2
•	EW Volunteers	3	5
Total team size:		6	9
Number of teams:	6		
		3	
Total EW Volunteers		18	30
Field Expenses:			
•	Food	€3024	€4536
•	Accommodation	€2592	€3888
•	Equipment	€2810	€2810
	Research Staff Support	€2400	€3000
Transport:			
	PI(s) transport to the field	€750	€750
	Research team transport while in the field	€4700	€4700
Other:	Communications	€150	€150
	Contingencies	€450	€600
Total Expedition Budget		€16,876	€20,434
Total Per Capita Grant Request			
	AT MINIMUM:	€938	
	BEYOND MINIMUM:		€297

Annotations to the Budget:

(Based on a 7 day project)

Food - 18€ per person per day

Accommodation - 12€ per person per night (6nights)

Equipment - €1,000 SLR Digital Camera

€200 – Spare batteries, filter, accessories for digital camera

€250 – Miscellaneous materials (CDs, DVDs, tapes, ink cartridges, paper, notebooks, nautical maps)

€500 Wide angle lens

€60 Rechargeable batteries and battery charger

€800 House upkeep

Total: €2810

Research Support Staff - €200 at minimum/€250 at maximum per 2 staff members per team

PI Transport to the field - €250 per trip for 3 trips (Italy – Greece by car)

Research team transport - €300 boat maintenance

€1300 boat engine maintenance

€100 boat and trailer insurance

€3000 Boat gasoline

Total: €4700

Briefly list project funds/equipment you have received, applied for, or intend to solicit, and their sources. Solicitation of other grants, travel stipends, and equipment is encouraged. Please verify listed sources and add any additional ones

Beyond minimum is calculated by subtracting the total expedition budget at minimum from the total expedition budget at maximum and dividing it by the number of volunteers at minimum from the total volunteers at maximum.