

EAAFP Small Grants Fund 2020 - Application

PERSONAL DETAILS

Title:	Dr. (Mr, Ms etc)	Lanctot Family name	Richard Given Name/s
Institution:	U.S. Fish and Wildlife Service		
Institutional address:	1011 East Tudor Road, MS 201		
Degree type:	Anchorage Suburb or town	Alaska, USA State or country	99503 Postcode
	+1 907-786-3609 Primary contact number	+1 907-786-3609 Mobile phone number	
Email address:	Richard_lanctot@fws.gov		

Relevant Working Group or Task Force Chair/Coordinator - DETAILS

Please contact the EAAFP Programme Officer if additional guidance is needed in relation to this section (programme@eaaflyway.net)

Title:	Dr. (Mr, Ms etc)	Lanctot Family name	Richard Given Name/s
Email address:	Richard_lanctot@fws.gov		

PROJECT DETAILS

Project Title: Please provide a concise and informative title of your entire project (not just the component for which funds are sought)

Meeting of the Shorebird Working Group prior to the EAAF Shorebird Science Meeting

Part A. Project Proposal

Details of your entire project (not just the component for which funds are sought) (2.5 page maximum)

- Objectives:** *To host a 1-day side meeting of the Shorebird Working Group prior to the EAAF Shorebird Science Meeting.*
- Background:**

The 1st East Asian-Australasian Flyway Shorebird Science Meeting will be held at the National Institute of Ecology in the Republic of Korea from May 5-8, 2020. This meeting supports international efforts to study, monitor, and conserve migratory shorebirds by engaging shorebird biologists, wetland ecologists, researchers, practitioners, students, land managers and other professionals working on shorebird conservation from across the flyway (see <http://eaafssm.com/>).

This is the first meeting ever held where professional shorebird people from throughout the East Asian-Australasian Flyway (EAAF) will be located in one place for a four-day meeting. Even Meetings of the Partners (MoPs) of the EAAF do not have so many shorebird specialists in one location. As such, it represents an excellent opportunity for members of the Shorebird Working Group (SWG) to meet so that priority issues and tasks can be identified, and more importantly, the Chair and Coordinators can learn how to make the SWG function more effectively. Equally important is the need for the Chair and Coordinators of the SWG to share with shorebird professionals the goals of the EAAF Strategic Plan.

We are asking for funds to pay for a meeting room, break-time coffee and snacks, and to supplement the travel of low-income participants to allow them to stay an extra day or to fund a portion of their travel to the meeting. To date, we have received only \$9,000 in sponsorships to

	<p>support travel of participants to the entire Shorebird Science Meeting so obtaining \$5,000 from the EAAF Secretariat will be a huge help in making both the side meeting and regular Shorebird Science Meeting a success (e.g., applicants that get air travel provided may then be able to attend the Shorebird Science Meeting too).</p>
<p>3. Project plan, timeline and methods:</p>	<ol style="list-style-type: none"> 1. Planning for the EAAF Shorebird Science Meeting has been underway since September 2019. This includes the formation of an Organising and Science Committee, soliciting abstracts for talks and posters, sponsors, etc. To date 70 abstracts have been submitted. 2. Once funds are secure to hold the SWG side meeting, we will send announcements out to all people who submitted abstracts to the Shorebird Science Meeting, and more generally to people that are on the EAAF Shorebird list serv and facebook page, that a SWG side meeting will be held on the 4 May 2020 prior to the regular EAAF Shorebird Science Meeting. This announcement will encourage people to extend their stay for an extra day to participate in the SWG side meeting, or to travel to Gunsan to attend only the Side meeting. At the same time, we will announce that there is a travel award application process available for people. 3. Between March and May 2020, the Chair and Coordinators of the Shorebird Working Group will develop an agenda and materials for the side meeting that will provide background information on the EAAF Partnership (e.g., the structure of the group, the strategic plan), the existence and prior efforts of the SWG, and the need to make the SWG more effective. In the agenda, we will provide a structured time for participants to provide input on what they think the SWG should be doing, and how it can more effectively provide direction and leadership to the greater shorebird community. Finally, we will use this time for participants to identify the priority issues and an implementation strategy that biologists, whether part of SWG or not, should be following to further the conservation of shorebirds in the EAAF. 4. Travel awards will be announced somewhere between March 15 and March 30, 2020. 5. The SWG side meeting will be held on the 4 May 2020 in Gunsan – this is the hotel location where all participants will be staying for the EAAF Shorebird Science meeting. 6. After the SWG side meeting, the Chair and Coordinators of the SWG will develop a written document that describes the information relayed during the meeting for publication in the Wader Study. This document will also be shared via the EAAF Partnership’s newsletter, the list serv, the EAAF SWG facebook page, and at the next MoP in Brisbane, Australia in 2021.
<p>4. Likely benefit to conservation of migratory waterbirds and their habitat / or key research outputs:</p>	<p>Priority areas for 2019 – 2020 that were identified by the SWG during the MoPs in China 2018 overlap extensive with the EAAFP Key Result Areas (including KRA 1.5, 2.1, 3.1, 4.1, 4.2, 5.1, 5.2, and 5.4). As such, by promoting not only the SWG priority areas for 2019 – 2020, but also the remaining EAAFP Key Result Areas during the SWG side meeting, we will be benefitting the conservation of shorebirds and their habitats.</p> <p>More specifically, holding a side meeting of the SWG can do much more than what can be accomplished by funding a single monitoring or research study because it does several key things. First it allows an exchange of ideas among a large number of engaged and informed shorebird professionals to determine the highest priority issues facing shorebirds along the entire EAAF. Second, it allows these same people to think critically about how best to address these issues, providing an opportunity to develop a strategic plan of implementation. This will be an opportune time to share best management practices and other useful information across the flyway. Third, it unites people behind the plan because everyone participated in the development of the plan and has ownership in the plan. This last fact will help ensure people focus their future studies on the high priority issues. Finally, it provides a unique opportunity for people to develop collaborations that are only possible by face-to-face meetings. Many of the issues facing shorebirds are so broad-scale that only large collaborations can address and begin to combat these issues.</p>
<p>5. Alignment with EAAFP priorities:</p>	<p>This funding request obviously aligns 100% with the EAAFP Shorebird Working Group, and has been developed by the SWG Chair and Coordinators.</p>
<p>6. Explain the part of your project for which you are seeking funds in this application:</p>	<p>We are asking for funds to cover costs associated with the meeting room, and coffee and snacks for minimum of 20 people, plus hotel, air fare and bus fare (\$2,940) to be split by as many low-income people as possible. All funds will be spent only on Shorebird Working Group members (i.e., not available to applicants that are from countries outside of the EAAF Partnership).</p>
<p>7. Scientific References cited in the application:</p>	<p>Not Applicable.</p>

Part B. FOR CONFERENCE APPLICANTS ONLY

Conference Title:	Location:	Date:
Presentation Abstract (250 word maximum):		

Part C. FOR ALL APPLICANTS

Experience Relevant to Project:

The SWG side meeting will be led by Dr. Richard Lanctot, Mr. David Li, and Mr. Phil Straw – these are the Chair and Coordinators of the EAAF Partnership’s Shorebird Working Group. Dr. Lanctot has been chair of the SWG since 2015, and Mr. Li and Mr. Straw were elected as the Monitoring and CEPA Coordinators in 2019. All three have been actively engaged in shorebird studies on the breeding, migration and wintering areas for many years. Between the three of us, we are also connected to most, if not all, the shorebird people working in the EAAF, and as such, can ensure communication about the SWG side meeting is managed appropriately.

Please **also** attach a maximum 2-page CV or list non-academic research experience and experience with migratory waterbirds/conservation e.g. work experience, volunteer experience, bird banding, birdwatching.

See below.

PROJECT BUDGET (please outline your entire project, not just the component for which funds are being sought)

Item (Please list)	\$ Budget (in USD)	Current support / Requested Support (source and amount)	Requested support from EAAF (source and amount)
Equipment: (details)			
Consumable items (details)			
Travel and accommodation (details)	Meeting Room \$300 Coffee and snacks (\$180 in morning and \$180 in afternoon) \$360 Hotel rooms, air and bus fare \$4,340	\$0 \$0 \$0	\$300 \$360 \$4,340
Computing & clerical (details)			
Other (details)			
Total amount requested from Small Grants Fund: (All amounts in USD)			\$5,000

Budget justification: Please provide brief description and justification of all major budgetary items requested, indicating any that are essential to the project and/or conference for which you are applying (250 word maximum):

To host the EAAF Shorebird Science Meeting, we have solicited funds from many organizations with less success than hoped. We have accumulated only \$9,000 in cash, as well as some equipment donations that may total another \$5,000 to \$10,000 (depending on cash sales). The Organizing committee of the Shorebird Science meeting asked the EAAF Secretariat if they would consider sponsoring the meeting and they indicated we should submit a small grant proposal, and that this small grant proposal should include funds to hold a SWG side meeting, rather than just support the Shorebird Science Meeting. We think is a good idea and accordingly have submitted this application following these directions. Beyond the Sponsorship funds listed above, many individuals will be paying their own way to the Shorebird Science meeting and the SWG meeting. Their matching funds are not listed here as it is impossible to determine. The exact distribution of funds for hotel rooms, air fare, and bus fare will depend on the need of the applicants, whose selection will be part of the travel award application process administered by the Organizing committee. All of the funds acquired through the Small grant program will be provided to SWG members (i.e., people from one of the EAAF Partnership member countries). Dr. Lanctot will not receive the funds directly. Instead, they will be routed to either the Conservation of Arctic Flora and Fauna Secretariat or the International Conservation Fund of Canada (whichever is easiest for the EAAF Partnership Secretariat). Both groups are helping to collect sponsorship funds for the EAAF Shorebird Science Meeting.

DECLARATION

I have discussed the contents of this application with the relevant Chair/s and Coordinator/s of relevant Working Group and/or Task Forces and I certify that to the best of my knowledge all documentation and information submitted or made available by me is true, accurate and complete.

By ticking the following box you are agreeing to the above statement: X

APPLICATION CHECKLIST

All relevant sections of this application have been completed.	Yes	
Full payment details have been provided on the final page.		No
Application is being submitted electronically as one single document.	Yes	
Application is being submitted in MS Word format.	Yes	
Application has been discussed with the relevant Chair/s and Coordinator/s of relevant working Group and/or Task Forces and these have been carbon copied (cc) to this application submission as evidence they have seen and approved this application.	Yes	

Applications that do not comply with these guidelines will be returned to the applicant.

APPLICATION SUBMISSION

Please email your application as a single document to:
secretariat@eaaflyway.net

EAAFP will acknowledge the receipt of your application.

Applications close at 5pm (Seoul Time) on 3 February 2020
Results will be announced on 3 March 2020

OFFICE USE ONLY:

Decision: _____

Authorised: __ / __ / __ _____

Entered: __ / __ / __ _____

Comments: _____

Lead Investigator Advised: __ / __ / __ _____

PLEASE COMPLETE PAYMENT DETAILS ON FINAL PAGE

PAYMENT DETAILS

To ensure prompt payment of successful applications please complete the following details and submit with your application.

PREFERRED PAYMENT METHOD

Electronic funds transfer (EFT)

GRANT CONDITIONS

In accordance with the application criteria, the following conditions must be met:

- Funds are to be strictly exempt from organisational administration charges.
- You are required to submit one copy by email of the final report within 3 months of the completion of the project.
- You are required to acknowledge the EAAFP and the Small Grant Fund in any presentations, publications, reports or promotional material arising from this work. Please email secretariat@eaaflyway.net in order to obtain an electronic copy of EAAFP logo for use on any display material you will be preparing.
- You may be requested to write a brief article for the EAAFP newsletter.
- You are required to provide EAAFP with an electronic copy of your final report at the completion of your project, as well as a copy of any publications that result from your grant.

NOTES FOR APPLICANTS

1. Applications should be targeted towards EAAFP key species or habitats, regions, or emerging threats or other specified Partnership objectives. All applications should demonstrate how the project will contribute to the implementation of the [EAAFP Strategic Plan 2019-2028](#).
2. The maximum amount annually provided by the Small Grants Fund to an applicant or for a specific project is \$5,000 (USD). If the project budget exceeds this amount, then the supporting funds and funders need to be identified in the Application.
3. Funds are limited and not all applications may be funded.
4. Applications with in-kind contributions and other matching financial are preferred.
5. Grants are awarded on the strict understanding that funds will be exempt from institutional administration charges, unless Partner government law so requires.
6. Conference attendance will be supported to a maximum of \$1,000 (USD) and is only for Task Force or Working Group members delivering their own work as a presentation, paper or poster.
7. Applications must be reviewed by the relevant EAAFP Working Group or Task Force Chair or Coordinator, who will provide a statement of the relative merit of the application against the assessment criteria, prior to submission.
8. EAAFP Working Groups and Task Forces are eligible for funding to go towards meetings, research, monitoring, site management, training and CEPA events and materials.
9. Students, with the support of the relevant Working Group or Task Force, are only eligible for funding toward studies being undertaken at a research institution or travel to a conference to present original research.
10. Lead investigators are responsible for obtaining all necessary permits from government authorities, indigenous communities, ethics committees etc., to undertake approved research or monitoring studies.
11. Project completion is required within 18 months of the close of the Application period.
12. Successful applicants will be required to provide a short write up of their project outcomes for the EAAFP newsletter and website and to report to the relevant Working Group or Task Force. They are also strongly encouraged to publish their results in peer-reviewed journals.

Call for proposal opens on 3 January. Applications close at 5pm (Seoul Time) on 3 February annually. Announcements of funding will be made by 3 March.

A follow-up application process may be available 6 months later should funds remain.



2020 APPLICATION FORM

Small Grants Fund for Working Groups & Task Forces

For office use only

Application received	
Application assessed	

Guidance to Applicants

1. Eligibility of Projects

- 1.1 The focus of the project is migratory waterbirds and their habitats. **Yes**
- 1.2 The project will improve the understanding of factors important for the conservation of migratory waterbirds and their habitats in the EAAF. **Yes**
- 1.3 The applicant agrees to provide a final report within 3 months of the completion of the project. **Yes**
- 1.4 The applicant agrees to submit 1-2-page article and photographs for inclusion on EAAFP's website and/or write a brief article for the EAAFP's newsletter. Photographers will be acknowledged. **Yes**
- 1.5 The applicant will acknowledge the support of the EAAFP in any publications, presentations and reports arising from this work. **Yes**

2. Project Assessment Criteria

- 2.1 The contribution the project is anticipated to make to the Key Result Areas listed in the EAAFP Strategic Plan 2019-2028.
- 2.2 The alignment of the project with priority Single Species Action Plans or overall Working Group and Task Force objectives. Applications are encouraged to contact the relevant Working Group and Task Force Chair or Coordinator to brief them on the Project Proposal. Please contact the EAAFP Programme Officer if additional information is needed (programme@eaaflyway.net).
- 2.3 The justification for the grant funds requested relative to the overall budget of the project.
- 2.4 Leveraging of in-kind contributions and other matching financial.
- 2.5 The track record of the lead investigator and the likelihood of the project achieving its objectives.

3. Project Assessment Process (for information)

- 3.1 Following initial Secretariat and WG/TF screening and review, the Technical Sub-Committee (TsC) will select at least 1 reviewer per 5 applications (e.g. 4 reviewers for 20 applications). Reviewers should be TsC members or other persons with appropriate expertise and a flyway-wide perspective. Considerations for reviewer selection will include geographic and technical expertise diversity. A lead reviewer will be identified to coordinate the process for each application.
- 3.2 Reviews should ensure calibration on the ranking definitions and scoring criteria prior to beginning reviews.
- 3.3 Ensure that each application is reviewed by a minimum of 2 reviewers, with an offset system so pairs of reviewers are rotated in different combinations (for example, with 20 applications, Reviewer A gets applications 1-10, B gets 6-15, C gets 11-20, D gets 16-5). Reviews are encouraged to review as many additional projects as possible.
- 3.4 Reviewers are to recuse themselves from reviewing any application where there is a conflict of interest. These applications will be assigned to another reviewer.

- 3.5 Conduct independent reviews, including reading the application, scoring, ranking, and notes. Submit reviews to lead reviewer for compilation in a table. Note that all applications should be read prior to scoring to increase perspective. Submit to the lead reviewer, who will share tallied results back with the other reviewers.
- 3.6 Discuss the merits of all applications as a group.
- 3.7 Provide for an opportunity to reach out to applicants with questions, recommendation, or requests for more information. Communicate with the WG/TF Chairs/Coordinators if necessary.
- 3.8 Strive for consensus on overall applications ranking and recommendations on funding.
- 3.9 If there are numerous projects that are scored/ranked closely near the “funding line”, then all reviewers should review those projects prior to a final recommendation.
- 3.10 The lead reviewer will compile and deliver the final recommendations for funding to the Secretariat.
- 3.11 Review Team and the Secretariat should examine the process and recommend changes for the next cycle.