

# Kentucky Ornithological Society Avian Research Fund Grant Application (Cover Sheet)

Send the application, including this cover sheet, via e-mail to the Chair of the KOS Avian Research Fund Committee: Kate Slankard (kate.slankard@ky.gov). Please include "Burt Monroe Fund Application" in the subject line.

Principal Investigator \_\_\_\_\_

Dept/College/School \_\_\_\_\_

Co-Principal Investigator \_\_\_\_\_

Dept/College/School \_\_\_\_\_

Address of PI \_\_\_\_\_

Telephone No. (PI) \_\_\_\_\_ E-mail address (PI) \_\_\_\_\_

Title of Research Project \_\_\_\_\_

Dates of Proposed Project: From \_\_\_\_\_ through \_\_\_\_\_

**Budget Summary:**

Total cost of all items \$ \_\_\_\_\_

Funds to be provided by other sources \$ \_\_\_\_\_

Funds requested from KOS Avian Research Fund \$ \_\_\_\_\_

Are you willing to accept partial funding? (Yes or No) \_\_\_\_\_

**Certification and Acceptance**

We, the undersigned, certify that the information contained herein is correct and complete to the best of our knowledge, and accept as to any grant awarded, the obligation to comply with the terms and conditions of the Kentucky Ornithological Society Avian Research Fund in effect at the time of the award.

Signature of Principal Investigator(s):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

(If applicant is a student, the faculty advisor must also sign.)

## **Kentucky Ornithological Society**

# **Burt Monroe, Jr., Avian Research Fund**

## **Terms & Conditions**

Last Updated: November 19, 2020

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1. The research is to be conducted within the general boundaries of the Commonwealth recognizing that some field type investigations may cross political boundaries.

2. Financial support from this fund (not to exceed \$5000) is to be used for basic scientific research. Matching funds from other sources is strongly encouraged and availability of such funds will be taken into consideration by committee members in making funding decisions. No portion of this fund is to be used for administrative overhead or other such costs not directly associated with the conduct of research. Financial support may be approved for a period of two years but may not exceed \$5000 for a single project. It is further prohibited for the same project to receive funds from both the Burt Monroe Fund and the Gordon Wilson Fund in the same calendar year.

3. Expenditures may include the following:

- Reimbursement for actual costs for travel, meals and overnight lodging directly related to conducting the research. The committee will establish limits.
- Acquisition of equipment required for the specific research, particularly when the application is a matching grant.
- Laboratory supplies, chemicals and other expendables (subject to approval of the committee) of a nature not normally available. The request for such supplies must be justified in the proposal.

4. Record keeping and other requirements include:

- Maintain a list of all expenses incurred on the project. The recipient must provide a statement to the KOS Treasurer when the project is completed outlining how the funds were actually spent. In addition, a brief written report of the results of the funded project is required.
- The recipient may be asked to present results of the funded project at one of the semiannual meetings of the KOS.
- Reports of the funded project should be submitted for publication in *The Kentucky Warbler*. Appropriate acknowledgment of the source of the funds should accompany this article as well as articles published in other journals that result from the funded research.

5. Income to a recipient(s) resulting in patents or copyrights that develop due to funding support from the KOS Avian Research Fund will be shared with the KOS under the following guidelines:

- Monetary or property gain to (an) individual(s) due to research solely financed and supported by the KOS Avian Research Fund will be shared on an equal basis, with the KOS receiving no more or less than 50% of the tangible assets received.
- In the event of shared or matching funds where other recognized granting agencies, institutions, or the individual(s) have documented financial support of the research, the division of monetary or property gain to the KOS Avian Research Fund shall be based on a scale equivalent to the percentage of support by the KOS Avian Research Fund for the research. In no case shall the KOS's share exceed 50% of the monetary or property gain.
- The amount of the KOS's share will be determined by the KOS Board whose decision shall be final.
- Acceptance of financial support from the KOS by (an) individual(s) represents a binding contract between the individual(s) and the KOS in regard to the above guidelines.

6. Proposals are to be submitted electronically to the Chairperson of the KOS Avian Research Fund Committee by January 15 of each year. Notification of the funding decisions will be made by March 15 of each year after approval from the KOS Board at its spring meeting. Proposals should be limited to 20 double-spaced typed pages (vitae not included). Proposals are to include the following items in this order:

- A cover sheet obtained from the Chairperson of the KOS Avian Research Fund Committee or the KOS website (Page 1).
- Project Summary: A short description of the project including hypotheses, goals, and expected results that is up to one page in length (Page 2).
- Project Description: This should include a review of the relevant literature, rationale for doing the research, hypotheses, and research methods, including techniques for data collection and statistical analysis.
- Facilities and Equipment: This should include all support facilities now available to the researcher.
- Literature Cited: These should be listed in alphabetical order.
- Detailed Budget: The budget should be broken into line items, such as travel, subsistence, and supplies. Payment rates as well as totals should be clearly presented and tabulated. A short paragraph should be provided to explain or justify each line item.
- Collaborative Arrangements: The signatures of all collaborators should be provided.
- Curriculum Vita: This should include a listing of positions held, summary of all previously published papers, and a history of research grants received.

7. When all materials are received by the KOS Avian Research Fund Committee, all members of the committee will review the proposal. Persons not on the committee, but knowledgeable in the subject area, may be consulted regarding a proposal. The chairperson of the committee in conference with the committee members will then make decisions regarding funding. The committee may modify proposal budgets and provide funding at any level that is deemed appropriate.