FULL PROPOSAL APPLICATION GUIDELINES

The proposal should be typed in English on 8 ½ x 11 inch size paper, have 1-inch margins and an easily readable 12pt. font. The proposal should not exceed 8 pages of text (abstract through time-line described below). The following components of the proposal must be provided, and should be organized in the order listed below. You may include additional information that you feel is appropriate for consideration within the eight pages of text. Enough information should be given for reviewers not familiar with the project to adequately evaluate the request. Specific information will vary depending on the request and type of project.

A complete application includes:
- **Completed Pre-Proposal/Proposal Application Form**
- **Proposal (as detailed below)**

The following information should be included in the proposal:

1) **Abstract:** A summary of the project not to exceed 150 words.

2) **Introduction:** The purpose of the request should be clearly stated (i.e. research question, hypothesis, project goal, etc.). Sufficient background information should be provided in the introduction to enable reviewers to understand the significance of the project and why the funds are being requested. Clearly state the goals and objectives of the project.

3) **Methods:** Describe how the project will be conducted. Include specific information on techniques to be used, data analysis, and how information will be disseminated once the project is completed. Clearly defined and detailed experimental design and methodology are expected. Projects that designate education/awareness as a significant program outcome must include a description of the evaluation component.

4) **Project Impact:** Explain the benefits of the project for the species, habitat, local people and what positive impact it may have on conservation and/or research. Identify how this impact can/will produce positive outcomes and/or conservation action in the area.

5) **Time-line:** Include a time-line showing the time frame of the proposed project. Projects should contain a clearly defined beginning and end point, estimated start /completion times and detail the expected duration of various phases of the project.

6) **Budget:** Provide a detailed, itemized budget that clearly indicates the amount being requested. If requesting partial funding, include a complete project budget. Clearly indicate which budget items are being submitted for funding to CMZ, and note whether other funding has been obtained or is being sought to complete the project and from whom.

7) **Curriculum Vitae:** Include a CV for the Primary Investigator. CVs for additional team members may be provided (one page each).

8) **Letter(s) of support/commitment:** Required from any collaborator(s), governing body, protected area, organization/group or institution whose cooperation is necessary for project completion. Letters must be in English (or translated into English if original is in another language) signed and on official letterhead. They can be scanned, saved as PDF files and sent electronically, faxed or mailed in the post along with the rest of the proposal.

9) **Letter(s) of recommendation:** May be included as appropriate to advocate PI, collaborators or project. These may be from governmental/non-governmental organizations, community counsels, AZA groups, zoos, university advisors, established field scientists, etc. Letters of recommendation must be in English (or translated into English if original is in another language), signed, and on official letterhead. They may be scanned, saved as PDF files and sent electronically, faxed, or mailed along with the rest of the proposal.

10) **Copies of Permits:** As required by location of the proposed project.

Proposal applications may be sent via email (preferred), standard mail, or fax. All application materials must be received by the application deadline to be considered for review. All application materials should be sent in one email or package – DO NOT send pieces (e.g. CV or letters of support) of the application in separate emails or packages. Applicants will be notified that their full proposal has been well received within a few days of receipt.

Completed full proposal applications and questions regarding the application process or proposal format should be sent/directed to:

Conservation Assistant
Cleveland Metroparks Zoo
3900 Wildlife Way, Cleveland, OH 44109 USA
Phone: (216) 661-6500 x. 4029; fax: (216) 635-3318
Email: grants@clevelandmetroparks.com

9) **Letter(s) of recommendation:** May be included as appropriate to advocate PI, collaborators or project. These may be from governmental/non-governmental organizations, community counsels, AZA groups, zoos, university advisors, established field scientists, etc. Letters of recommendation must be in English (or translated into English if original is in another language) signed and on official letterhead. They may be scanned, saved as PDF files and sent electronically, faxed or mailed along with the rest of the proposal.