

Small Research Grants Program 2018 Request for Proposals

The Nantucket Biodiversity Initiative (NBI) invites proposals for research projects that expand knowledge of understudied taxonomic groups and the overall biodiversity of Nantucket, Tuckernuck, and/or Muskeget Islands and the surrounding waters.

The mission of the NBI is to conserve the native biodiversity of Nantucket through collaborative research, monitoring, and education. This effort is a partnership between conservation organizations, educational institutions, government agencies and individuals interested in supporting and facilitating biodiversity research on the islands and the surrounding waters.

The NBI Small Research Grants Program encourages research into all aspects of biodiversity related to ecosystems and species on Nantucket, Tuckernuck and/or Muskeget. Highest priority will be given to:

- projects that include Nantucket, Tuckernuck and/or Muskeget as a study site for regional, national or global biodiversity-related research;
- research on non-native, invasive species and their impacts on biodiversity;
- research or inventory work on understudied taxonomic groups;
- research on more than one species of interest;
- study sites located within the NBI's established biodiversity plots.

Grant requests of up to \$1,500 will be considered for funding (see page 2 for details on proposal format). Reasonable travel costs will be considered. In-kind logistical support such as housing on Nantucket, transportation to field sites, lab space, field equipment, etc. *may* be provided by participating NBI organizations when possible. *Housing availability must be requested and confirmed prior to grant proposal submission. Requests for other in-kind support should be clearly specified in the grant proposal.* **The NBI does not fund institutional overhead, per diem allowances or researcher salaries.**

Prior grant recipients are welcome to submit funding requests (contingent upon their timely submission of reports and products promised in earlier awards), but priority will be given to funding new projects.

Please refer to <https://www.nantucketbiodiversity.org/research-grants-program/> for additional information on the NBI Small Research Grant Program, previous grant recipients and the locations of established biodiversity plots.

Grant proposal submission deadline: March 15, 2018.

Proposal Format:

1. **Title:** a one sentence, clear and succinct title for your project.
2. **Principle Investigator(s):** the name, organization affiliation (if applicable), mailing address, phone number and email address of participating researcher(s). Clearly designate the lead investigator if there are multiple proposal participants.
3. **Project Description (three pages or less, single spaced, 12 pt. font):** the Project Description should provide a **background and review of results** of any previous biodiversity research on Nantucket (and Cape Cod and other nearby islands if appropriate) on the subject of proposed study, the **goals and objectives** of the proposed project, **methods**, a **project timeline**, and **expected products** (e.g., publications, geo-referenced specimen/occurrence data, web pages, keys, checklists, etc.). If the Project Description exceeds the required length, it will be returned to the Principal Investigator for revision and not reviewed again until the 2019 funding cycle.
4. **Budget:** the budget should be itemized and include a brief justification for each budgeted item and a short paragraph indicating any assured or anticipated matching funds (actual dollars or in-kind support) that could be leveraged by a successful NBI grant award, including in-kind services provided by all professionals, students and technical assistants. Travel expenses from the mainland (Hyannis, MA) to Nantucket are eligible for grant funding at the following standard rates:
 - Ferry:** \$18.50 per one-way passenger ticket. High-speed ferry fare (\$69.00 round-trip) may be justified if the researcher plans to travel to Nantucket and complete field work during a single day.
 - Parking in Hyannis (June 15 – Sept. 14):** \$15 per night.
 - Parking in Hyannis (April 1 – June 14; Sept. 15 – Dec. 14):** \$10 per night.
 - Parking in Hyannis (Dec. 15 – March 31):** \$5 per night.
 - Vehicle Mileage:** \$0.54 per mile (max. \$500).Other reasonable travel expenses such as airfare will be considered on a case-by-case basis (see “Helpful Links” section on page 3). **NBI policy does not permit use of grant funds for the payment of indirect expenses, per diem expense allowances, food costs, overhead, etc. However, these expenses should be included as in-kind services, as described above. If you have any specific questions about eligible and ineligible budget items, please feel free to contact us for feedback prior to submitting your proposal.**
5. **Housing:** affordable overnight accommodations on Nantucket are extremely limited, especially during the field season. Pending availability, the University of Massachusetts Nantucket Field Station provides NBI grant seekers shared, dorm-style housing with an in-kind reduction in rate, on a first-come-first served basis. **Reservation availability must be requested and confirmed prior to grant proposal submission and should be cited in the budget description of the grant application.** Please email Yvonne Vaillancourt (Field Station Director) to submit a lodging availability request: Yvonne.Vaillancourt@umb.edu or go to the facilities website and fill in the e-form: https://www.umb.edu/nantucket/facilities_rental. **Grant proposals including a request for housing where availability has not been confirmed prior to submission will not be considered for funding.** Confirmation of housing availability does not constitute acceptance

of the grant application. If you have made other arrangements for housing through another organization or privately, please indicate this in your proposal.

6. Literature Cited/References.

7. Supporting Materials (CV, publication list) **and Appendices** (maps, tables, graphs, etc.) if relevant.

Proposals should be submitted as a single, PDF document containing all of the required components as specified above.

Grant Payment Schedule and Reporting Requirements:

Successful grants will be issued in two payments. The first payment (50%) will be issued upon receipt of a signed research contract; the second payment (50%) will be issued upon receipt of an acceptable final report (see below), inventory data, photographs and voucher specimens (if applicable).

Successful grant recipients must submit a final project report by February 15, 2019 following the “Guidelines for NBI-funded Research Reports” (attached to this RFP). Where applicable, this report should include inventory data and voucher specimens of all species collected (properly prepared with a full set of geo-referenced data). We also request that you submit a high-quality digital photograph representative of your project (either field work in progress or your study subject) for use on the “Completed Research Projects” page of the NBI website. **Failure to submit your report by the report deadline will result in forfeit of the second installment of your grant payment. Extensions to the report deadline must be justified and requested at least one month prior.**

The NBI strongly encourages successful grant applicants to prepare a poster or deliver an oral presentation of their research results (even if only preliminary) at the next NBI Research Conference, tentatively scheduled for November 2019 on Nantucket (exact dates to be announced).

Please direct questions and send your proposal electronically as a **single PDF document** containing all required proposal components by 5:00 PM on March 15, 2018 to:

Karen Beattie (kbeattie@nantucketconservation.org), NBI Grants Committee Co-Chair.

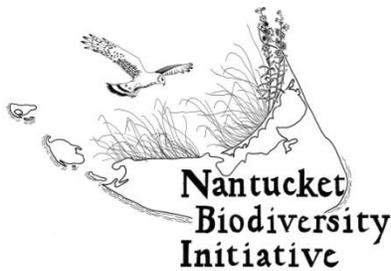
Helpful Links:

Travel to Nantucket (including links to ferries and airlines): <http://www.nantucket-ma.gov/776/Getting-To-Nantucket>

Hyannis Transportation Center Information (including bus service and parking options): <http://www.capecodtransit.org/htc-functions.htm>

Nantucket Biodiversity Initiative Partner Organizations:

Linda Loring Nature Foundation, Maria Mitchell Association, Massachusetts Audubon Society, Nantucket Conservation Foundation, Nantucket Islands Land Bank Commission, Nantucket Land Council, Nantucket Memorial Airport, Nantucket Walkabout, Sustainable Nantucket, The Trustees of Reservations, Tuckernuck Land Trust, and UMass Boston Nantucket Field Station.



Guidelines for NBI-funded Research Reports

The mission of the Nantucket Biodiversity Initiative (NBI) research program is to increase knowledge of understudied taxonomic groups and of the overall biodiversity of Nantucket, Tuckernuck, Muskeget and surrounding waters. The NBI facilitates collaboration, research, and data storage and sharing between on and off-island researchers, conservation interests and the general public. An important part of any research project, including smaller-scale or short-term projects, is written documentation of the work and reporting of the results, without which the knowledge gained has little value. For this reason, and in an effort to standardize reports across research projects, we have developed some basic guidelines to follow when preparing research reports for the NBI. We hope this structure is useful and will help you prepare a better, more informative report. The NBI committee is working to update our website and will be making all final reports available online in order to broaden access to the biodiversity research funded by the NBI.

Please submit all reports as Microsoft Word documents in 12 point Times New Roman font with 1.5 line spacing and 1" margins. All tables and figures should be included at the end of the document rather than embedded within the text. Reports should be as succinct as possible while providing a complete description of all aspects of the project as described in the original funded proposal. Jargon should be avoided whenever possible. Annual reports for multiyear projects should also follow these guidelines.

Reports should include the following:

- Abstract (500 word limit)
- Introduction
- Methods and study sites
- Results
- Discussion
- Acknowledgments
- Literature Cited
- Tables and Figures

For all other formatting questions, please refer to the formatting guidelines of the Ecological Society of America: [http://esajournals.onlinelibrary.wiley.com/hub/journal/10.1002/\(ISSN\)1939-9170/resources/author-guidelines-ecy.html#Manuscript_Format](http://esajournals.onlinelibrary.wiley.com/hub/journal/10.1002/(ISSN)1939-9170/resources/author-guidelines-ecy.html#Manuscript_Format). Voucher specimens should be deposited in the Maria Mitchell Association Natural Science Museum and a list of species found, habitat type, location, etc. should be provided using the Excel spreadsheet(s) provided by the NBI to grantees with their research contracts. We understand that this format may not be appropriate for all projects funded by the NBI, especially those that are primarily species inventory-based. If you feel that these guidelines will not fit the type of research you are proposing, please contact the NBI Grants Committee with suggested format changes.