**EWDA Small Grants: Proposal Guidelines, January 2023**

**PURPOSE OF THE EWDA SMALL GRANTS PROGRAMME:**

The intent of the EWDA Small Grant Programme is: to promote selected activities hampered by a lack of funding, to increase the benefits of EWDA membership, to increase the visibility of the EWDA, and to provide the EWDA with a new means to accomplish the general WDA mission (“to promote healthy wildlife and ecosystems, biodiversity conservation, and environmentally sustainable solutions to One Health challenges"). The grants are available to EWDA members for projects located in Europe.

Grant recipients will receive funding to accomplish a project that has defined and measurable goals that are in line with the EWDA/WDA mission. Three types of grants are offered:

1. Wildlife Conservation Research Grant
2. Wildlife Health Research and Education in Eastern Europe Grant
3. The Amanda Hawkswood Wildlife Health and Welfare Research Grant

This grant cycle, 2023, we will be offering two grants in the Wildlife Conservation Research Grant category, the second grant is funded by a French endowment fund.

The Amanda Hawkswood Wildlife Health and Welfare Research Grant has been made possible by a generous donation to the EWDA in the will of Amanda Hawkswood - see the EWDA summer 2020 newsletter for further information. This donation has also enabled the EWDA to increase the two original grants to 3,000 Euros.

**CRITERIA FOR SMALL GRANT PROPOSALS:**

1. The grant proposal must support the mission of the WDA.
2. The main applicant and project leader must be a EWDA member. Early career members are encouraged to apply.
3. The proposed project must have measurable objectives which are achievable within 24 months (including reporting to the EWDA Board).
4. Grant funds must be administered through an organisation to which the EWDA can legally transfer funds and not a personal bank account; examples of allowable organisations are a university, a national laboratory, or a non-profit organisation.
5. The budget requested from EWDA cannot exceed 3,000 Euros per project. Project proposals with a higher total budget than that requested from EWDA can be considered as long the applicants provide evidence that the rest of the budget has been secured from other funding sources.
6. There is no current allowance for overheads (i.e. indirect costs for administrating the grant or project).
7. Requests for travel funds are not acceptable, unless it is critical for completion of the project and collaborators who are EWDA members receive highest priority.
8. EWDA Small Grants funds will not be approved for food/drink, lodging or transportation.
9. Any person that will be receiving funds to perform work as part of the EWDA Small Grants Programme must be listed as a collaborator, and the requested funding for that person should be included in the budget on the original grant proposal. This precludes secondary contracts with individuals not listed on the original proposal.
10. An intermediary and a final report, 12 and 24 months, respectively, after receipt of funding must be submitted to the EWDA. Non-respect of these deadlines must be justified by the grant holder and may result in the exclusion of future applications.
11. Proposals should not exceed eight A4 pages (Times New Roman 12 or equivalent; maximum five pages for the application form, maximum two pages for the CV, maximum one page for a maximum 10 references) and have to be submitted electronically to the EWDA Secretary on the dedicated application form.
12. Acknowledgement of EWDA Small Grants funding must be included in all documents related to the funded project and in the final output for the project (e.g. scientific articles, conference participations).
13. Grant holders are encouraged to present their final results at the next EWDA conference (oral presentation or poster).
14. Recipients of grants with a research objective are encouraged to disseminate their results in the form of peer-reviewed scientific articles, preferably in the *Journal of Wildlife Diseases*
15. Eastern European members are eligible to apply for all three grant types.
16. All applicants can only apply for one grant.

**Wildlife Conservation Research Grant:**

* The focus of this grant is wildlife conservation.
* The proposal must involve research.
* Methods can include laboratory or field studies, questionnaire surveys, citizen science, etc. Analysis of pre-existing samples or data is also eligible.
* The proposal must be directly related to wildlife health and in line with the WDA mission.
* Expected results must be relevant to wildlife conservation.
* The requested budget may cover consumables, contribute to sample collection and/or to salaries (e.g. to encourage the analysis and publication of pre-collected raw data).

**Grant for Wildlife Health Research and Education in Eastern Europe:**

* The following countries are considered as Eastern European countries: Poland, Czech Republic, Slovakia, Hungary, Slovenia, Croatia, Bosnia & Herzegovina, Albania, Serbia, Montenegro, North Macedonia, Romania, Bulgaria, Estonia, Latvia, Lithuania, Belarus, Ukraine, Moldova, European Russia, Georgia, Turkey, as well as Greece and Cyprus. These applicants should provide evidence of citizenship, and or residency in one of these countries. Furthermore, the work needs to be conducted in one of these countries.
* Any kind of activity related to wildlife health and in line with the WDA mission may be eligible. Examples:
* Research projects (see guidelines for Wildlife Conservation Research Grant, except that any wildlife health-related topic will be considered and not only those related to wildlife conservation).
* Assistance for courses, workshops or symposia, such as printing of course material or financial assistance to arrange course facilities. Again, please note that Small Grant funds will not be used for lodging or refreshments.
* Cataloging and preparing for access (e.g., on website) educational materials (such as the digitising and posting of slide collections or teaching sets) for EWDA/WDA member use.
* Publication, on-line or in print, of ‘disease manuals’, scientific reviews, and symposium proceedings.
* Producing and / or enhancing on-line availability of reliable and current information for members, the broader scientific community, and the public.
* Scientific ‘on-line’ self-study guides for wildlife issues.
* Translation of wildlife health information to reach out to under-represented countries.
* Development of curricula on wildlife health or other instructional media on wildlife health.
* Financial support for publishing research results in open access peer-reviewed international scientific journals (in English language).
* Development of mobile apps or other media to enhance outreach of EWDA.
* Before applying, any Eastern European Country EWDA member planning to submit an application may wish to seek support from one or more mentor(s). In this case, the EWDA Small Grants Committee Chair, together with the Eastern European Communication Facilitators (Grant for Wildlife Health Research and Education in Eastern Europe) and Scientific Advisor (Grant for Wildlife Conservation Research) will approach one or more experts (EWDA members) to function as mentor(s). The role of this voluntary expert(s) will be to advise the applicant and later grant holder for the whole duration of the work (e.g., recommendations on practical issues, from study design to statistics and article writing) without any incurring costs, in order to maximize the benefits of the grant holder (gain of experience and skills) and the chance of success of the project, as well as to strengthen networking and collaboration among EWDA members.

**The Amanda Hawkswood Wildlife Health and Welfare Research Grant:**

* The focus of this grant is welfare.
* The proposal must involve research.
* The proposal must be directly related to wildlife health and in line with the WDA mission.
* Grant applicants need to demonstrate that their research will further our understanding of and/or improve wildlife welfare.
* Methods can include laboratory or field studies, questionnaire surveys, citizen science, etc. Analysis of pre-existing samples or data is also eligible.
* The requested budget may cover consumables, contribute to sample collection and/or to salaries (e.g. to encourage the analysis and publication of pre-collected raw data).

**PROPOSALS MUST INCLUDE THE FOLLOWING INFORMATION** (please use the dedicated application form, maximum eight pages including five pages for the application, two for the CV and one for references)

1. Project title:
2. Project leader (current and past EWDA member-confirm status):
3. Collaborators incl. affiliations:
4. Summary of the project – maximum 100 words
5. Location of proposed work:
6. Mechanism for administration of funding:
7. Background of the project:
8. Aims:
9. Objectives:
10. Methods: To include, where appropriate, sample size and justification whether this is sufficient to meet the project aims, and details of the practical aspects of the work.
11. How objectives advance the mission of the WDA and fulfill the specific grant criteria:
12. Expected outcomes:
13. Project timeline:
14. Detailed Budget: If the total budget is greater than the grant provides then evidence that the rest of the budget has been secured from other funding sources must be supplied.
15. Resources and previous accomplishments that demonstrate capacity to complete the project:
16. Ethical and legal considerations: If the project involves sampling or manipulation of live animals then details of ethical approval must be provided:
17. Information on how the project addresses the need for sustainable use of resources in research:
18. Curriculum Vitae of the project leader, maximum two pages – no photographs
19. References – optional, maximum one page and 10 references

**Criteria for awarding proposal:**

Proposals will be scored independently by each member of the EWDA Small Grants Committee, a standing committee of the European Wildlife Disease Association (EWDA) responsible to the EWDA Board. The scoring criteria are in Appendix I. Proposals will be ranked in order of score, highest first. If none of the proposals meet the standard required, the Small Grants Committee will not recommend an award and the funds for that year shall be directed to the next funding cycle.

**Intermediary report (12 months) requirements:**

* Project title
* Grant ID / Institution
* Date of report
* Name of investigators
* Start date
* Planned end date
* Detailed budget with itemised expenses during the first period
* Summary of the original aims and objectives
* List of works achieved, and results obtained during the first period
* Information on encountered difficulties or expected changes of schedule, and on how these problems will be solved during the second project period to achieve the final objectives

**Final Report Requirements:**

* Project title
* Grant ID / Institution
* Date of report
* Name of investigators
* Start date
* End date
* Detailed budget with itemized expenses
* Summary of the original aims and objectives, list of outcomes in relation to the aims and objectives, and description of how they fit into the WDA mission.
* A summary report (approximately 1 page), with photos if appropriate, suitable for publication in the EWDA Newsletter
* For research grants, information on how the results have been or will be disseminated among the research community (e.g. planned, submitted or published peer-reviewed article, conference participation) is additionally expected, i.e. appropriate documents have to be submitted to the EWDA Small Grant Committee together with the project proposal, the intermediary and final reports, and later on as appropriate (in agreement with the Committee).

**Grant cycle:**

* **January/February of non-conference years**: reminder sent out to all EWDA members by the EWDA Secretary about the grants (including the Small Grants Guidelines) and the possibility to ask for mentorship to write the application and carry out the project.
* Until the **end of April of non-conference years**: any EEC applicant can request the support of a mentorship, by submitting the subject and a brief preliminary description of the planned proposal to the Eastern Countries Communication Facilitators.
* Until the **end of June of non-conference years**: the Small Grants Committee and EWDA Board search for suitable mentors.
* **July 1st of non-conference years**: request for proposals (and Small Grants Guidelines) is circulated again to EWDA Membership by the Secretary.
* **September 15th**: Proposal submission closed.
* **October 15th**: Small Grants Committee completes proposal evaluation, submitting their comments to the Committee Chair.
* **October 31st**: Committee Chair summarizes outcomes and reports back to the Small Grant Committee members with recommended action for discussion/ratification.
* **November 1st**: EWDA Secretary notifies Committee Chair of deadline for submission of final ranking for inclusion in winter Board meeting agenda.
* **November 30th**: Small Grants Committee recommendations and comments or briefing notes if any, are forwarded by the Committee Chair to the Eastern Country Communication Facilitators, EWDA Vice Chair and Secretary for inclusion in the winter EWDA Board meeting agenda.
* **December 24th**: Small Grants Committee recommendations are ratified by the EWDA Board and successful and unsuccessful applicants are notified by the Committee Chair. (i.e., after Board ratification of applicant selection). At this stage, the Committee Chair asks the successful applicants to provide their bank account details to the EWDA Treasurer.
* **January 31st**: Funds disbursed to the successful applicants by the Treasurer.
* Intermediary reports 12 months after receipt of funding (i.e., **January 31 of the next year**) to be sent to the Committee Chair, who forwards them to the Committee members, Eastern Country Communication Facilitators and Vice Chair for a brief evaluation and report to the Board members at the next teleconference.
* Final report at completion (**within 24 months of receipt of funding**) to be sent to the Committee Chair, who forwards them to the Committee members, Eastern Country Communication Facilitators and Vice Chair for final evaluation (general level of satisfaction; no form to be filled) and report to the Board members at the next teleconference.
* Abstract submission and presentation at **upcoming EWDA conference** (if appropriate).

**APPENDIX I** - **Evaluation of Proposals: Score sheet for use by the EWDA Small Grants Committee**

|  |  |
| --- | --- |
| **Application reference number** |  |
| **Proposal title** |  |
| **Project leader (current EWDA Member)** |  |
| **Institutional affiliation of project leader** |  |
| **Name of EWDA reviewer** |  |

**Evaluation:**

There are 5 categories upon which the proposal is evaluated. Each section receives a numerical score of 1-5 or 1-10 with **5 or 10** = excellent, and **1** = unacceptable.

The highest total score for all sections will determine the ranking of the proposal.

The maximum score possible is 40.

|  |  |  |
| --- | --- | --- |
| Criteria | Scale | Score |
| **Aims are clear and in alignment with WDA/EWDA Mission** | **1-10** |  |
| **Objectives are measurable and realistically achievable within 24 months** | **1-5** |  |
| **Budget is realistic and within the guidelines of the call** | **1-5** |  |
| **Project will result in significant contribution to the additional grant specific criteria (eg conservation/welfare)** | **1-10** |  |
| **Proposal is clearly written** | **1-10** |  |
|  | **Total/40** |  |

**Comments: (for internal EWDA Small Grant committee discussion)**

**󠆶 Application is disqualified because:** *(cross as appropriate)*

**󠆶** Submission received after deadline

󠆶 Application does not fulfill the grant guidelines (regarding length and format etc)

󠆶 Main applicant and project leader is not a current EWDA member

󠆶 An appropriate organisation has not been listed through which funds can be administered

󠆶 Project proposed in not planned to be done in a European country