



## **IMATA Research Grant Application Instructions**

The IMATA Research Grant, established in 2011, provides funding to be divided as deemed necessary to support applications recommended by the IMATA Research and Conservation Committee and approved by the IMATA Board annually. Some of IMATA's previously funded research projects include studies investigating the physiological effects of artificial weaning on sea lion pups, a comparison of dietary iron consumption in wild vs. captive dolphins, and an investigation of the physiological adaptations of marine mammals.

### **Application Requirements:**

- Grant Applications must be based upon research-oriented scientific investigations which address IMATA's mission to advance the humane care and handling of marine animals by fostering communication between professionals that serve marine animal science through training, public display, research, husbandry, conservation, and education. Investigations may focus upon, but are not limited to areas such as: marine animal physiology, sensory biology, or cognitive measurements; marine animal husbandry or behavior training technique advancements; professional training, communication or cooperation assessments; education program, public display, or outreach evaluations, etc.
- Either the Principal Investigator (PI) or one of the Co-Principal Investigators (Co-PIs) identified in the Grant Application must be a current Professional IMATA member who has maintained this membership level for a minimum of two years prior to the applications submission.
- The scientific investigation described in the Grant Application should be completed within one year
- The scientific investigation described in the Grant Application may not include requests for salary, university tuition or fees, fringe or overhead costs, or unrelated travel in the budget.
- Grant Application packets must include the completed Application, the vitas of all PIs and Co-PIs, Statement of Organizational Support for the PI and all Co-PIs, copies of IACUC approval and all required permits.
- Grant Application packets must be fully complete, digitized, and emailed to [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org).
- The PI defined in the Grant Application will be the designated Award recipient, and will assume responsibility for management of all aspects of the project.
- The PI must agree to IMATA's Terms of Acceptance prior to the distribution of any funds. Failure to agree to these terms will result in IMATA's withdrawal of the funding.

### Application Packet Instructions:

1. Log onto the IMATA website and download the Research Grant Application.
2. If you have difficulty downloading the Grant Application template or have related questions, please email [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org).
3. The Grant Application template includes instructions for completing each section in italics. Be sure to delete these instructions from each section before submitting the application.
4. Use Arial 10 point font, single space, bold all headings and set margins at 1".
5. Be sure that your project budget is itemized, does not include allocations for salary, university tuition or fees, fringe or overhead costs, or unrelated travel and does not exceed \$3,000.00.
6. Ensure that the completed Grant Application, Statement of Organizational Support, and copies of IACUC approval and all required permits are digitized with all included in one PDF document.
7. Save your document in the following format (be sure to insert the last and first name of the primary PI): LastNameFirstName
8. Email your document to [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org).
9. Changes may not be made to your Grant Application once it has been received by IMATA.
10. An email will be sent to the PI to confirm receipt of the Grant Application.
11. Funding will be denied if applications are not of significant merit, do not address IMATA's mission to advance the humane care and handling of marine animals by fostering communication between professionals that serve marine animal science through training, public display, research, husbandry, conservation, and education, or if the PI fails to agree to IMATA's Terms of Acceptance, provide the Statement of Organizational Support, or provide copies of IACUC approval and required permits if needed.
12. Funding award amounts may be reduced from the requested amount in order to accommodate other awards or if the IMATA Board determines that dispersal of these funds interfere with IMATA's fiscal salience.
13. PIs will be notified of the Board's funding decision three months after receiving application.
14. Awarded Grants will have funds made available within three months of award notification.

### Terms of Acceptance:

1. The scientific investigation described in your Grant Application will be completed within one year.
2. A six month digital progress report is required by the PI. Email your progress report to [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org).
3. A digital final report is required by the PI upon completion of the research investigation. Email your final report to [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org).
4. Recipients will submit three photos (300 DPI jpeg files) that are descriptive of the research investigation with appropriate captions with the final report. By signing these Terms of Acceptance, you certify that you hold all rights to these photos and provide IMATA full permission to use them to illustrate the types of projects funded through the IMATA Research Grant.
5. If the research investigation will continue past one year, you will request an extension by to: [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org). If an extension is granted, you will submit a digital progress report every six-months until complete.

6. Recipients will promote the award by placing the verbiage: “Supported by the IMATA Research Grant” with the IMATA logo on the nominee’s websites, publications, presentations, and or tangible products produced by the Award.
7. Funds must be used as defined in the line items of the budget.
8. Any tangible products produced by the IMATA Research Grant will be provided to IMATA who retains the rights to include it on the IMATA website and in any or all of IMATA’s publications.
9. Any tangible products produced by the IMATA Research Grant may not be used to generate profits in any way.
10. Recipients will present the results of their research investigation at the Annual IMATA Conference held subsequent to its completion.

### Step by Step Directions to Complete Application Questions:

The Research Grant Application contains numerous questions, each of which requires that their answer fields to be completed in a specific manner. Below you will find a copy of the Grant Application with specific directions on how to answer each question presented in italics.

## IMATA Research Grant Application

### Principal Investigator (PI):

**PI Name:** *(Enter the name of the PI who will assume responsibility for all aspects of the research investigation and will guarantee that the IMATA Research Grant Terms of Agreement are satisfied. Be sure to include the PI's vita at the end of the Grant Application.)*

**PI Phone Numbers:** *(Enter the PI's work and cell phone numbers.)*

**PI Email Address:** *(Enter the PI's email address.)*

**PI IMATA Membership Level:** *(Either the PI or Co-PI must be a current Professional Member)*

**Expiration Date:** *(If IMATA member, Date the PI's IMATA membership expires.)*

**Organizational Affiliation:** *(List the name and website address of the organization(s) the PI is affiliated with.)*

**Organization Address:** *(Enter the Organization's address.)*

**Organization Mission:** *(Enter the mission statement for the organization(s) listed above.)*

**Organization Overview:** *(Limit 300 words. Provide a historical summary of the Organization's establishment, goals & priorities, and prior conservation project initiatives, including their funding sources and reporting methods [conferences, publications etc.]*

**PI Primary Responsibilities:** *(Limit 300 words. Identify the primary responsibilities the PI will have for this investigation.)*

### Co-Principal Investigators (Co-PIs):

For **each** Co-PI include the following:

**Co-PI Name:** *(Enter the name of the Co-PI who will participate in the research investigation. Be sure to include each Co-PI's vita at the end of the Grant Application.)*

**Co-PI Phone Number:** *(Enter the PI's work and cell phone numbers.)*

**Co-PI Email Address:** *(Enter the PI's email address.)*

**Co-PI IMATA Membership Level:** *(Either the PI or Co-PI must be a current Professional Member)*

**Expiration Date:** *(If IMATA member, Dates the Co-PI's memberships expire.)*

**Organizational Affiliation:** *(List the name, address, mission and website address of the organization the Co-PI is affiliated with.)*

**Organization Address:** *(Enter the Organization's address.)*

**Organization Mission:** *(Enter the mission statement for the organization listed above.)*

**Organization Overview:** *(Limit 300 words. Provide a historical summary of the Organization's establishment, goals & priorities, and prior conservation project initiatives, including their funding sources and reporting methods [conferences, publications etc.]*

**Co-PI Primary Responsibilities:** *(Limit 200 words each. Identify the primary responsibilities the Co-PI will have for this investigation.)*

### Research Investigation:

**Investigation Title:** *(Limit to twenty words or less, layman's language recommended.)*

**Abstract:** *(Limit 500 words. This overview should introduce the need for this investigation, provide background history surrounding the issue, address how the investigation serves IMATA's Mission, identify overarching goals for the investigation, include hypotheses, methods, and projected outcomes [see [http://www.imata.org/index.php/writing\\_a\\_paper?cfid=135](http://www.imata.org/index.php/writing_a_paper?cfid=135) for more information about completing this section]).*

**Goals and Objectives:** *(Define the specific goals and objectives of this project in numbered groupings.)*

**Introduction:** *(Identify the question(s) that will be addressed in this investigation. Provide a literary review of the information known about the topic with citations. Identify the need for this investigation and provide hypotheses and the reasoning behind their assumptions [see [http://www.imata.org/index.php/writing\\_a\\_paper?cfid=135](http://www.imata.org/index.php/writing_a_paper?cfid=135) for more information about completing this section]).*

**Methods:** *(Provide a detailed description all methods that will be incorporated to reach the goals and objectives identified above. This section should address how data will be collected or generated and then analyzed. A Predictions and controls for methodological problems should be identified [see [http://www.imata.org/index.php/writing\\_a\\_paper?cfid=135](http://www.imata.org/index.php/writing_a_paper?cfid=135) for more information about completing this section]).*

**Potential Impacts:** *(The IMATA Research Grant program evaluates investigations which address IMATA's mission to advance the humane care and handling of marine animals by fostering communication between professionals that serve marine animal science through training, public display, research, husbandry, conservation, and education. Investigations which address more than one of these components are typically ranked higher than those that only focus on a single component. Please elaborate how this investigation will positively impact the following components)*

- a) Communication
- b) Professionalism
- c) Cooperative
- d) Animal Welfare
- e) Animal Training
- f) Public Display
- g) Research
- h) Husbandry
- i) Conservation
- j) Education

**Timeline:** *(Create a table that defines the timelines for all components of the project.)*

**Investigation Budget:** *(Use the table below to detail all costs associated with the project up to \$3,000.00. Please indicate amount requested not only from IMATA, but other sources as well. Projects which receive funding from and facilitate collaboration between and amongst like-minded organizations are typically given a higher ranking.)*

*\*Expenditures may **not** include allocations for salary, university tuition or fees, fringe or overhead costs, or unrelated travel.*

<b>Investigation Title:</b> <i>(Insert the same project title identified above)</i>				
Line Items	Amount requested from other sources	Amount obtained from other sources	Amount requested from IMATA (USD)	Total
<b>Total \$</b>				

**Other Information:**

**Literature Cited:** *(Include a list of relevant literature citations here in alphabetical order.)*

**Attachment Checklist:**

**Statement of Organizational Support:** *(A signed Statement of Organizational Support for the PI is required from the CEO/Director of the PI's organizational affiliation and must be attached to this section. In addition, signed and digitized Statement(s) of Organizational Support for the Co-PI are required from the CEO/Director of each Co-PI's organizational affiliation must be attached to this section.)*

**IACUC Approval/ Animal Care and Use Committee:** *(A copy of IACUC or Animal Care and Use committee approval for this research investigation from the PI's organizational affiliation must be attached to this section if needed.)*

**Permits:** *(A copy of any permits required for your project must be attached to this section. If permits are not required, please document such in this section.)*

- Ensure that the completed Grant Application, PI and Co-PI vitas, Statement(s) of Organizational Support, and copies of IACUC/Animal Care and Use approval and required permits are digitized and all included in one PDF document.
- Save your document in the following format (be sure to insert the last and first name of the applicant):  
IMATAResearchGrantAppLastNameFirstName
- Email your document to [ResearchConservation@imata.org](mailto:ResearchConservation@imata.org).
- Changes may not be made to your Research Grant Application once it has been received by IMATA.