



Phoenix Zoo Field Conservation & Science Grants Program—FAQs

The Phoenix Zoo's Conservation Department mission is to provide *ex situ* support for *in situ* conservation. This is accomplished through participation and leadership in conservation efforts locally and throughout our region, and by supporting conservation and science programs worldwide.

Please note: Phoenix Zoo's Conservation Grants Program application now follows a two-part process: a preproposal step and an invited full proposal stage.

Timeline

The preproposal submission is from August 1 to September 1. Applicants will be notified by November 1 if they are invited to submit a full proposal.

Full proposals are due no later than 5:00 p.m. Arizona time (Mountain Standard) on December 1. Proposals received after 5 p.m. on December 1 will not be considered. Award notifications are typically sent by the end of February.

Application Process

We use an online format to administer our application process. Hard copies of application materials are not accepted or reviewed. Preproposals are submitted via an application link provided on our Phoenix Zoo conservation web page. This link will connect you to our application service, which is also used for Phoenix Zoo employment applications. Once on the application service site, applicants will see a prompt requesting a username and password. If you have submitted a grant proposal previously, please use that email address.

Note: The initial format will look like a job application because our grants application process is integrated into our employment opportunities service. Please continue through the required initial steps, and you will soon see that you are completing the conservation grants application.

For those invited to submit a full proposal: From November 1 to December 1 each year a link will be provided to invitees that will connect them to our application service. You will use this link to submit a full proposal. You will log in using the preproposal user name and password. You will need to select the Conservation Grant proposal application and submit it by 5:00 p.m. Arizona time (Mountain Standard) on December 1 to be considered for funding.

Funding Priorities

Priority is given to proposals that demonstrate a measurable, common-sense approach to conservation and science issues, appropriate research methodologies, effective knowledge sharing and capacity building strategies; *ex situ* support of *in situ* conservation and active involvement of local communities. Well constructed submissions will clearly describe how the project fits one or more of the above-stated areas of focus.

Funding Amount

Grant requests to Phoenix Zoo must not exceed \$3000 per award. This amount can go towards supporting a component of a larger project, seed money to begin a novel project, or towards the expansion of an existing conservation program.

Funding Restrictions

Phoenix Zoo Conservation & Science Grants are for one year of project support only. If support for a multi-year program is desired, please present a request for a one-year component of a larger program.

Phoenix Zoo Conservation & Science Grant Program funds may not be used to support the following costs:

Institutional/organizational overhead

- Tuition, fees (including publication fees) or fringe benefits
- Salaries for staff appointed to regular, full-time positions
- Travel not associated with project activities (e.g., travel to conferences where results will be presented)

Frequently Observed Issues

- Application arrived late**—If your application is time stamped after 5:00 pm Arizona time (Mountain Standard) on December 1, you will receive notification that the application was not submitted on time.
- Character counts** — Please be mindful of stated limits. If you copy and paste text into the appropriate form fields from a word processed document, be sure to check that your text has not been truncated due to character count limitations.

Phoenix Zoo receives a large number of proposals each year and does not review them before the closing date. If your application is incomplete due to character count errors, this will affect how your proposal is assessed.

- Principal Investigators' CV**—Please be sure that a CV is included for each PI listed on the project and that the CV is in English. CVs must be no more than two pages long using a minimum 10 point font size.
- Location of project**—Please include the precise location of the project including the continent, country, and the particular area. The project location information is required for our reporting and funding consideration.

**Thank you for your interest in the Arizona Center for Nature Conservation - Phoenix Zoo
Conservation and Science Grants Program.**