

AAZK Institutional Research Grant



Grant Description

The purpose of the **AAZK Institutional Research Grant** is to encourage and support research conducted by the employees of AAZK Institutional Members. Applicants should be employees of a facility that is an AAZK Institutional Member who is seeking to conduct non-invasive research, in-situ or ex-situ.

Qualifications

Only persons from facilities that are **Institutional AAZK members**, in good standing, are eligible to apply. *Persons of Merit within AAZK (Board Members, Committee Chairs/Vice Chairs and Program Managers/Vice Managers), including current members of the Professional Development or Grants Committees, are not eligible to submit a grant application for consideration.*

Application Deadline

March 1st

Notification Date

May 1st

The AAZK Grants Committee reserves the right to extend any award deadline

Grant Sum

\$1,500

The Grants Committee reserves the right to divide the funds among grant recipients. Applicants are only eligible for a single award within a given grant cycle. If applicants are successful in being selected for multiple grants, they will be asked to select one award and to withdraw from any others.

Award Requirements

The AAZK Institutional Research Grant is paid in full upon proof of registration/acceptance to the continuing education event.

Award recipients are required to submit the following:

1. A progress report is due six months following notification of the award.
2. A year-end summary should be submitted to AAZK after one year has passed since notification of the award.
3. An extension of one year may be obtained by filing an extension request form
 - No additional funds will be granted on the original proposal and any delays must be approved by the AAZK Board of Directors.
4. Two years following the start of the project, all outstanding receipts are due for reimbursement.
5. IR grants progress and results of effort must be presented to the AAZK membership.
 - The grant recipient will present results of work orally at the national AAZK conference, or publish a paper in the *Animal Keepers' Forum*.
 - If AAZK is not the primary source of funds for the project, the participant may elect not to present the paper to the membership of AAZK, but acknowledgement of AAZK support shall be required in all publications resulting from this combined research effort.

Grant Evaluation

The committee members will evaluate applications in the following subject areas:

- Long term commitment demonstrated to the project.
- Financial security of the project.
- Is the project addressing a species considered to be endangered or ranked high on the IUCN Red List
- Resources available to the project including the expertise of those involved in the project.
- Personnel support shown, including staff involvement.
- Conservation, scientific and practical significance of the project
- How well the project fits into the goals of the Institutional Research Grant.
- Professionalism and preparedness of the application.

Restrictions

The committee will not fund invasive biological studies, or any endeavor that may cause any animal undue or prolonged discomfort or harm. Allowable expenditures include: equipment, supplies and materials. Expenses that are not allowed include: travel, communication costs, animal purchases and wages for project participants.

Grant Funds

Grant funds are allocated on a reimbursement basis. However, due to the nature of research efforts, advanced monies may be important and can be applied for by contacting the Grant Committee Chair and AAZK Chief Executive Officer. Advance funding applications must be approved by the AAZK Board of Directors who will make their decision after reviewing the proposed budget and framework of the grant application.

It is therefore imperative to have a detailed proposed budget account for AAZK funds to be used. Upon completion of the project, any equipment purchased with AAZK funds that is not part of the ongoing effort, becomes the property of AAZK and must be forwarded to the AAZK, Inc. Administrative Offices unless other arrangements have been approved. The applicant also must submit a final accounting of AAZK funds spent and all outstanding receipts with the final report. All unused funds must be returned to the AAZK. **FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS MAY RESULT IN THE REVOCATION OF THE GRANT AT ANY TIME.**

Grant submission instructions and application form may be obtained at the AAZK Website or by contacting the Grant Committee Chairperson

Kendall Moore, Grants Committee Chair

Grants@aazk.org

A complete application packet shall include: **Grant Application Form, a full project proposal (including goals of the project, methods of achieving the goals and the projected deadlines the project hopes to meet), two letters of support, and a complete resume or CV of the primary applicant(s).**