



Ceiba Foundation for Tropical Conservation  
**REQUEST FOR PROPOSALS (RFP) - \$15,000 AWARD**  
Program Area: Marine Conservation, Ecology, Development &  
Education in the Galapagos Islands (MCEDEG)

**GENERAL GUIDELINES**

- All proposals must be 11 or 12-point type, double-spaced, minimum 1" margin, within all word limits indicated.
- Write in active voice.
- Draft and final proposals (one per investigator) must be by email ([mail@ceiba.org](mailto:mail@ceiba.org)). Acceptable file formats are .doc, .docx or .rtf. Figures may be submitted separately as .pdf or .jpg if necessary.
- Name files as follows: "RESEARCHER-LAST-NAME\_ProposalShortTitle"
- Proposals and drafts received after the deadlines will not be considered
- Proposals must include the following sections. Proposals that exceed word limits will not be reviewed.

**TITLE**

**PRINCIPAL INVESTIGATOR**

**AMOUNT REQUESTED**

**BACKGROUND & STATEMENT OF PROBLEM (max. 250 words)**

***What is the problem or question?***

- Describe the general problem, question, or field of inquiry your proposed project addresses.
- Make mention of how findings from your pilot study inspired or provoked this research problem or question.
- Indicate sites, species, ecosystems, or populations (human or otherwise) that you will study
- Briefly review prior research on the subject (refer to literature where appropriate; see References below)
- Explain clearly the knowledge gap you are trying to fill
- Briefly state the relevance or connection of your project to conservation

**GOALS & OBJECTIVES (max. 150 words)**

***What problem or question does your project address?***

- What is the goal of your proposed project? Make reference to the problem or question you described in Background, and state your hypotheses or expectations.
- What are the *specific objectives* of the project you will carry out, and how will they help you reach your goal? Objectives *must be specific and measurable*, and should directly conform to the data collections or actions you will undertake as described in the methods section, below.

**PRELIMINARY FINDINGS (max. 500 words)**

***What did you learn in your pilot study?***

- Establish a logical connection between the broader question you *will address* in your proposed project and the pilot study or observations you *have already* conducted.
- What was the *purpose* or *aim* of your pilot study? Word this in a way that indicates the connection to your proposed project.
- Concisely present hypotheses, methods, and *key results* of the pilot study, including *numerical results* and any statistical outcomes (if applicable). Results of pilot work may be illustrated with a maximum of two figures or tables.
- Include any additional *ad hoc* observations you made during the pilot study if relevant to proposal.
- Explain how the results of your pilot study informed or helped you develop the research you now propose. **The logic behind the connection between your pilot study and the proposed research must be clearly explained!**

**PROPOSED PROJECT METHODOLOGY (max. 250 words)**

***How do you plan to implement your project?***

- Where and when will the project be carried out?
- Specify areas of the Galápagos National Park in which you will sample, and describe any other study locations as needed. A map may be included.
- Provide specific details regarding methods to address your hypotheses or research questions; include treatments, replicates, data collection methodologies including any technical equipment used, statistical or other analyses, and complementary outreach or community engagement activities.
- Estimate the number of days needed to complete the project; use this information in the Budget.

**BROADER IMPACTS (max. 150 words)**

***What is the relevance of the study you propose?***

- How will your results contribute to solving the problem or question from Background?
- How will you disseminate the findings of your study?
- What is the broader impact of your proposed study on conservation, education, or science?

**REFERENCES**

You may use numbered superscripts to cite literature within the text of your proposal. Grant applications must include *at least* 5 citations from peer-reviewed journals, not including internet or textbooks. All citations must be referenced, and all references must be cited in the text of your proposal.

**BUDGET (max. 1/2 page)**

Create an itemized project budget. Acceptable budget categories include:

- Personnel** (salaries, wages; salary for Principal Investigator are not supported)
- Travel** (airfare, transport, food, lodging)
- Equipment** and supplies (vehicles & construction not supported)
- Communication** (printing, telephone, internet, printing)

Some standardized costs are included below. For items not on the list, you may simply estimate their cost, such as printing, books, and field equipment. Your budget should be realistic; please balance a shorter, equipment-intensive study against a lower cost, longer duration project.

*\*NOTE: Although you designed this project as a group, consider yourself the Principal Investigator (located outside of Ecuador at the time of project start), and rather than your paying airfare for your group members, hire assistants (required by law to be Ecuadorians) to conduct the field work with you.*

**Total Budget may not exceed \$15,000**

Galapagos research permit .....	\$1000 / project (allow 6 months to obtain)
Airfare to Ecuador .....	\$1200 / investigator
Airfare to Galapagos .....	\$400 / investigator
National Park entry fee .....	\$100 / investigator
Lodging & meals (in towns) .....	\$35 / person / day
Meals (if camping at remote sites) .....	\$15 / day
Tents (2-person) .....	\$150 each
Field assistant .....	\$20 / day
Boat transport .....	\$25 / hour or \$250 / day
Lab analysis (*genetic, hormone, nitrate, <i>E. coli</i> , etc.) ....	\$10 / sample
Scuba equipment (purchase) .....	\$750 / person
Scuba equipment (rental) .....	\$50 / person / day
Scuba air tanks (*provides 40-min dive) .....	\$5 / tank
Reel tape (30 m) .....	\$40 each
Dive reel (100 m) .....	\$50 each
Underwater slate .....	\$15 each

## **APPENDIX**

If necessary, you may include your figures and tables here, rather than in-line with the text. If your proposed project includes a questionnaire or survey, include it here. This space may not be used for additional project discussion.

### **SPANISH ABSTRACT OF PILOT STUDY (max. 250 words)**

Write a brief summary in Spanish of the key findings of your pilot study, suitable for delivery to the Galápagos National Park office. Include a concise review of methods, hypotheses, and sample sizes, as well as a text summary of the key results; do not include graphs. One summary per group will be sufficient, but must be submitted as editable text (i.e., an email message, a plain text file, or a Word file, but not a PDF).

### **PROJECT MERIT AND DECISION CRITERIA**

Reviewers will rank and select projects based on several merit criteria, including:

1. Importance of the work being proposed. Will the project fill an important gap in scientific understanding, or will it make a significant contribution to conservation in the Galapagos Islands?
2. Strength of logic. Is the proposed project logically explained and supported by prior research (including the pilot study conducted by the proposers)? Is the idea compelling?
3. Innovation. Does the proposed project represent any new ideas or innovations in methodological or scientific approach? How is the work different than what has been done before?
4. Use of funds. Are project monies used wisely? Are fund requests reasonable? Are there other less expensive ways to achieve the same results?
5. Broader impacts. Will this project achieve a broader impacts beyond the specific results of the study itself? Are there social, educational, or conservation benefits that extend beyond the data.
6. Clarity. Is the proposal well-written and clear? Do proposers adhere to formatting rules?

### **REVIEW PROCESS**

Proposers will receive a review of the first draft of their proposals with comments, and a preliminary decision regarding accept as is, accept with revisions, or reject. Papers that do not follow formatting and word limits will be rejected without review.