THE LEAKEY FOUNDATION

Research Grant Detailed Application Instructions

Introduction

Thank you for your interest in The Leakey Foundation's research granting program. We have compiled this document to help you navigate the application process. If after reviewing this document you still have unanswered questions, please feel free to contact us at grants@leakeyfoundation.org.

Where to Start

A formal application is required for research grants. We now only accept applications through our online application system. To access the application, please visit www.leakeyfoundation.org/apply-online. You will notice that there are four separate applications. Please choose the link that best describes your academic status and proposal.

Each page of the online application contains specific instructions on how to fill out the fields. In addition, certain materials are required for each application. **These materials must be submitted as .PDF documents.** This document contains detailed instructions on how to prepare these documents, including instructions on how to create and format the .PDFs for submittal.

Contents

PDF FORMATTING INSTRUCTIONS

Your application must be legible and reproducible. All .PDF sections of your application must adhere to the following guidelines. Applications which do not comply with these instructions will not be accepted for review.

- In .PDF format, page size approximately 8 1/2" x 11"
- Dark (black) type
- At least 12 point typeface (typeface this size or larger)
- At least 1/2 inch margins
- Do not attempt to squeeze more text onto a page by using smaller typefaces or margins.
- Readability is a more important concern than page count for all sections.
- Smaller typefaces are allowed in the reference list only.

PREPARING YOUR RESEARCH PROPOSAL BODY

Formatting:

All applicants must follow the formatting instructions as outlined in the previous section. Applications which do not comply with these instructions will not be accepted for review:

Content (Proposal Text):

This section should not exceed (7) pages of single spaced text. Any proposal which exceeds the specified page limits will be returned to the applicant.

Be sure to include all of the following in your proposal in the order listed below:

1. Concise statement of your research objectives or the specific questions to be answered.
2. Description of the importance of the research project to your specific field and to the study of human origins. What is the relationship of your research to the mission of The Leakey Foundation?
3. Brief history of attempts to answer the same or related questions by other researchers.
4. Detailed explanation of the information needed to answer the research question(s) and your methods (how you plan to gather this information).
5. Profile of your past experience using any specialized skills or analysis techniques required by your methodology.
6. Statement outlining any preliminary or pilot research you have conducted that is directly related to the project, and a detailed account of the results.
7. Summary of any broader implications and your future goals relevant to proposed research.
8. Brief description of your schedule for data collection, analysis, and report.
9. Up to one page describing your data sharing plans. Please see "Data Sharing Statement" on page 7 of this document.

References/Bibliography:

Should be included in a separate .pdf document from the proposal body. Please consult the next section in this document to view the instructions.

REFERENCES/WORKS CITED INSTRUCTIONS

- The References/Works Cited section should not exceed two (2) pages.

- Your proposal should cite only the most significant references relevant to your research. Do not attempt a complete historical literature review. References should list names of the authors, date of publication, title of the work, and where the work is to be found (i.e. journal, book, etc.). You may use a smaller typeface for your reference list and abbreviate.

- **References should be listed in APA style.** Examples of APA reference style are available at https://owl.english.purdue.edu/owl/resource/560/05/.

- In the Research Proposal Body all citations should list **author and date** (i.e. Harcourt, 2004).

- Remember, your references section MUST be **submitted as a .PDF**. Consult the first section of this document for instructions on how to create a .PDF.

Appendix, Figures and Tables (optional)

- **Your appendix and figures and tables should not exceed two (2) pages combined. This page limit is new for the fall 2016 cycle.**

- Your appendix should be aimed at experts in your field in order to clarify the methods or the specific study sample described in your research proposal text in more detail. This additional information might include a specific list of data to be collected, measurements to be taken, or museum specimens to be studied (their location, completeness, etc.).

- If the research project includes a genetic component, but someone other than the applicant will be doing the genetic work, please include an appendix from the actual person who will be gathering the genetic data or doing the genetic analysis.

- Figures and tables will be approved by The Foundation if they are essential to your proposal. (i.e., if they clarify methods, the specific sample being studied, or the results of previous pilot projects with more efficiency than would be possible in the text of your proposal.)

DETAILED BUDGET

Download the Budget Template

Download the budge template at www.leakeyfoundation.org/detailed-application-instructions.

- Itemize the total budget for your proposed research including costs for items requested/secured from other sources. No overhead is allowed.

Download the Sample Budget

An example of a complete budget using this template is available at:
www.leakeyfoundation.org/detailed-application-instructions. Please use only the suggested major categories included in the budget template unless absolutely necessary.
Suggested major categories include:

- Living Expenses (food and lodging, per diem)

- Expendable Supplies
- Travel (airfare, local or ground transportation)
- Fees and Other Expenses (park or museum fees)
- Personnel (justify in project description)
- Special Analysis Costs (C14, SEM, pollen analysis, etc.)
- Equipment *

*Note on Equipment Requests: The purchase of expensive permanent equipment such as computers, cameras, video and recording equipment, vehicles, boats, etc. is not generally funded by The Leakey Foundation. Applicants are advised to request such items from other granting agencies. Equipment is occasionally awarded under special circumstances. Contact The Foundation for permission to include a request for equipment. Applicants must provide a separate budget request for all project-specific equipment.

Important: If the Total Budget for your project exceeds the amount you are requesting from The Leakey Foundation, your Itemized Budget Sheet must include a breakdown of how all funds, including those from other sources, will be used.

Instructions for Budget Template

- **Please note**: The excel template is pre-formatted including formulas for summing line items. To not break these formulas, take care in adding new line items under each suggested heading. To add a line item, click the row number on the left side of the window to select the row. Then, from the "Insert" menu, select the "Rows" option. This will insert a new row, while keeping all of the formulas in the spreadsheet intact, saving you time on math.
- **Please delete unused line items:** To delete unused line items and keep the formulas intact click the row number to select the whole row, then go to the "Edit" menu and select "Delete."
- Double-click the cell containing the text "Request from <Funder A>" and replace "<Funder A>" with your funding source's name.
- **To add a funding source:** Click the column heading button (labeled with a letter). This selects the whole column. Go to "Edit" -> "Copy". Now Click the column heading button for an empty column, to select an empty column. Go to "Edit" -> "Insert Cells". Don't forget to change the label for your new funding source.
- **To delete extra funding sources**: Click the column heading button (labeled with a letter). This selects the whole column. Go to "Edit" -> "Delete". The funding source is now deleted.

Remember, all budgets must be submitted as a .PDF. Please consult the first section of this document for instructions on how to create a .PDF document from your spreadsheet.

All budgets must be exactly one page: The blue lines (and dashed blue lines) will adjust the items that print to one page. Please adjust these so your budget fits on one page and is still legible. This is particularly important if you've added funding sources.

CREATING A BUDGET JUSTIFICATION

Your budget justification should **justify and clarify your budget items**. Please use this section to provide any extra detail you think someone reviewing your budget may need. Please explain reasons for travel, why you need money for assistants or graduate students, how you arrived at flight, living expense, and lodging expense estimates.

Your budget justification:

- **Should not exceed 1 page in length**
- **Must be in .PDF format**. Please consult the first section of this document for instructions on creating a .PDF from your document.

Download an Example

To download a sample budget justification for our sample budget go to:
www.leakeyfoundation.org/detailed-application-instructions

PREPARING YOUR PERMITS AND VISAS SECTION

Grant funds will not be released until The Leakey Foundation grants office has received copies of permits and visas necessary to conduct your research. Please include permits (permissions) from national parks, museums, zoos, laboratories, etc.

If permits or visas are not available or must be obtained in-country, we ask for "reasonable assurance" that the permits and/or visas can be obtained when necessary." Reasonable assurance" may take the form of:

- Documentation from the permit/visa agency that the permits or visas can be obtained without trouble. (PREFERRED)
- A copy of a previous year's permit or visa.
- A statement that you have obtained the permits in the past without trouble
- A statement from a colleague that has previously obtained the permits/visas that the permits/visas have been obtained in the past without trouble

Please scan your permits and visas **in color** if possible.

Your **scanner may be able to convert the scanned images to .PDF format**. Please consult the documentation or another resource regarding the scanner you are using.

You may upload multiple .PDF files including your permits or visas. They need not be collated into one document.

If you have questions regarding permits/visas, please feel free to contact us at grants@leakeyfoundation.org.

CV GUIDELINES

A CV is required for the Primary Investigator and each of the Co-Investigators listed in the application.

Attach two pages maximum. All pages after page two will be discarded.

Please include education and degrees, related work experience, awards and honors, relevant publications

LETTER OF RESUBMISSION

Resubmitted proposals must include a Letter of Resubmission. The Letter of Resubmission should be addressed to the Reviewing Committee and should discuss changes made to the current proposal in response to any issues raised in reviews returned to you from a previous granting cycle. Resubmission letters are generally one page in length, but should be no longer than two pages.

Remember, all letters of resubmission MUST be uploaded as Adobe PDFs. Please consult the first section of this document for instructions on creating a .PDF from a printable document.

ACADEMIC ADVISOR REFERENCE LETTER

The Academic Advisor Reference Letter (grad students only) should be sent directly from the advisor to grants@leakeyfoundation.org. Reference letters included with the application will not be accepted.

SUPPLEMENTAL ATTACHMENT

When uploading attachments for your application, you may use "Supplemental Attachment" to upload additional documents that you believe are appropriate but do not fit into any of the other categories.

DATA SHARING STATEMENT

The Leakey Foundation, like other funding agencies and journals, believes that transparency, openness and accountability are essential parts of the scientific process, and we expect results/data of projects funded by The Foundation to be published in a timely manner.

The Leakey Foundation also aims to promote the sharing of data in an appropriate manner consistent with the needs of our grantees, but with the recognition that different fields of study require different approaches to data sharing. It is recommended that each applicant provide a brief statement (no more than one page) of how they intend to make the data resulting from their Leakey Foundation grant available to others.

Suggested Guidelines

Up to one page data management plan describing how proposal will conform to Leakey Foundation policy

1. Types of data, samples, physical collections, software, curriculum materials, and other materials stemming from project

2. The standards to be used for data and metadata format and content, or note lack of standards and possible remedies

3. Policies for access and sharing, including provisions for appropriate protection of privacy, confidentiality, securty, intellectual property, or other rights or requirements

4. Policies and provisions for re-use, re-distribution, and the production of derivatives

5. Plans for archving data, samples, and other research products, and for preservation of access to them

A valid data management plan may only include the statement that no detailed plan is needed as long as the statment is accompanied by a clear justification.

The data management plan will be reviewed as an integral part of the proposal, considered under intellectual merit or broader impacts or both, as appropriate for the scientific community of relevance.