

Theodore Roosevelt Memorial Grant *Application Instructions*

PURPOSE

Theodore Roosevelt Memorial Grants - Applicants proposing to conduct research in any phase of wildlife conservation or related fields of North American fauna - terrestrial and freshwater (rivers, lakes, streams), extant or fossil - are invited to apply to the Theodore Roosevelt Memorial Fund. North America includes everything north of the Isthmus of Panama, including the Caribbean. There are two exceptions to this application: 1) Applicants submitting research proposals on birds, even within North America, must apply instead to the [Frank M. Chapman Memorial Fund Program](#), not to the Theodore Roosevelt Fund, and 2) applicants submitting research proposals on ocean/sea marine life and environments must apply to the [Lerner-Gray Fund](#), not to the Theodore Roosevelt Fund.

These awards are intended principally to assist **early career scientists** -- advanced pre-doctoral candidates and postdoctoral researchers -- although there are no formal educational restrictions to apply. These awards cover the following: **support for field work, including transportation, subsistence in the field or at a research station, and expendable supplies**. Grants may be obtained for travel and living expenses to cover investigations at any location in North America, including trips to New York City to study the collections in the Museum or for work at any of the Museum's field stations. In general, grants will not be made to cover salaries, or for the purchase of permanent research equipment (such as computers, software, and microscopes), overhead, conference or meeting costs or expenses and travel or salary for a field assistant.

Southwestern Research Station (SWRS) Grants* may also be applied for using this process. SWRS details are here: <http://research.amnh.org/swrs/researcher>

FUNDING AND DURATION

The grants are meant to act as seed money for new researchers, and grants made from this program are generally between \$1000 and \$3,500; \$3,500 is the **maximum** allowable request. Research may be conducted at the AMNH or in the field. The grant is made available to be spent between July 1 of the application year and June 30 of the following the application year, and must be expended during that period. At the end of the project we require a 1-2 page report.

*Funding for the SWRS is for food and housing only. No supplies or other material will be funded.

DEADLINE

February 15, 11:59pm Eastern Standard Time - (**Note- Late applications and applications that do not conform entirely with our specifications will not be considered.*)

INSTRUCTIONS

PRINT AND REVIEW THESE INSTRUCTIONS BEFORE STARTING YOUR APPLICATION.

There are three (3) parts to the application process, all of which must be completed by 11:59pm Eastern Time on the deadline listed above. All parts must be completed online at the link below.

Part 1: The Online Application

Part 2: Documents - Upload entire “merged” application document under Theodore Roosevelt Application Cover Page in the My Documents Center (application cover page, description, budget and CV)

- a. Application Cover Page
- b. Project Description
- c. Budget Sheet
- d. CV

Part 3: Recommendation Letter (1)

Part 1: Online Application

- Create an account and fill out the basic information requested here: https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx.
If this link does not work directly, copy and paste it into a new browser. Note that this online application works best with the latest versions of Google Chrome, Internet Explorer, Safari and Firefox.
- Fill in all required information through **Step 8 to submit the online application. (Do not stop at step 5- be sure to click submit application on Step 8 at the bottom of page)**. You will not be able to proceed to Part 2 (upload documents) until you submit this part of the application at Step 8!

Once you have done this, the **My Documents Center** will appear on your left. This is where you upload your application as a complete merged file or (1) document. Click on the My Documents Center and the application form will come up on your screen. Be sure to read the instructions page carefully. (you may need to log out and log back in).

Note: **You cannot use a previous account – you must create a new account for each program deadline.** If you are a duplicate applicant (previously applied to any Richard Gilder Graduate School program), you will get the following message: *“Our system recognized you as a duplicate entry. We will contact you by email shortly and send you a link to the documents that you will need to complete to apply for your specific program.”*

We will clear your record and then contact you within 1-2 business days after you complete Step 8 so that you can proceed with your application.

Part 2: Application Documents

Below are the required parts to complete your application document, which you must upload to our server by 11:59pm Eastern Time on the deadline listed above. Once you upload your application document as 1 complete merged file, you will receive a confirmation email.

All documents must be in PDF format. No other format will be accepted. There are many free PDF file converters on the web such as [PrimoPDF](http://www.primopdf.com/). You should also have the latest Adobe Reader to create the PDF forms for the application package, <http://www.adobe.com/>

Document 1: Application Cover Page

Note: Review your application documents carefully before uploading. Once they are uploaded, they cannot be changed. Be sure to upload entire application as 1 merged document under Theodore Roosevelt Application Cover Page in the My Documents Center (application cover page, description, budget and CV)

Complete the cover page form which includes:

- Your name
- Title of your project
- If you are visiting AMNH, provide names of AMNH curators with whom you will collaborate (*if applicable*)
- Proposed Start Date and End Date
- List of AMNH collections, special facilities, and/or other resources you require (*if applicable*)
- Location of work (such as AMNH, Southwest Research Station or other fieldwork locales)
- Duration of grant requested (max. 12 months)

Document 2: Project Description

Create your own document in a word processing program and save it as a PDF. Include the narrative and citations:

- Project description narrative: 2 pages maximum
- Citations: 1 page

Narrative Formatting Specifications

Font: A font size of 12 points is preferred. A font size of 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters as long as the information is readable. Lines should be single-spaced.

Margins: Margins, in all directions, must be at least an inch.

Columns: Use only a standard, single-column format for the text.

References: When references are cited, reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address should be included.

Previous Roosevelt Award (required if previously awarded):

If you received a Theodore Roosevelt grant before, tell us the Project title, award amount, year of the award, and provide a list of publications that resulted. **Include a copy of report** with your application. **Note:** 1) if you have not turned in a final project report, you will not be considered for a new award and 2) applicants are allowed a maximum of two awards in different years - not in consecutive years.

Document 3: Budget

Prepare a budget itemizing anticipated expenses to be incurred **only** by the grant, associated with your proposed project (including supplies and travel, but not salary or permanent equipment). Include a brief budget justification. Indicate other possible sources of funding on a separate page to be uploaded with the budget.

Budget Format

Use the form (spreadsheet) provided or create your own with:

- Your name
- Title of your project
- Description, quantity and price of each item requested
- Total requested
- Short budget justification narrative
- Additional funding sources (separate page)

Document 4: Curriculum Vitae

Create your own document in a word processing program and save it as a PDF. Your CV should include the titles of your publications and online links to them if available (do not send reprints).

Part 3: Recommendation Letters (1)

- (1) letter of recommendation from someone knowledgeable about your research (other than AMNH Curators) is required.
- Instructions for letters of recommendations can be found in the My Document Center AFTER you complete Step 8 of the online application.
- Please choose a recommender who can meet the deadline.

- It is the applicant's responsibility to follow up with their recommenders and ensure that they submit the letters by the deadline. Letters can also be emailed by your recommenders directly to: assistantdirector-rggs@amnh.org

Visa and Tax Information

Please note that you may have tax withholding requirements on this award if 1) you are not a U.S. citizen and 2) your research will take place in the United States.

Non-U.S. citizens who will conduct research in the U.S. will need to apply for a temporary U.S. visa and are advised to enter the U.S. under an **F (Student) or J (Exchange Visitor) visa for U.S. tax purposes. For this award, you **may not use a B visa**. In most situations, AMNH must withhold U.S. taxes at a rate of 14% on payments made to **F and J visa holders** on the portion of their grant that cover activities located in the U.S. When a non-U.S. citizen enters the U.S. under a different visa, **taxes may be withheld at 30%** on the portion of the grant that applies to the U.S. visit. Each non-U.S. citizen will need to be registered with the Glacier system, the nonresident alien tax compliance system, which the Museum uses to determine appropriate tax treatment of non-U.S. citizens. An AMNH finance representative will be in contact with non-resident U.S. citizens to complete the necessary forms.**

If you are a U.S. citizen there is no tax withholding.

If you have questions related to taxes or visas, contact assistantdirector-rggs@amnh.org or call our office at 212-769-5107.

Answers to frequently asked questions about the Theodore Roosevelt Grant application can be found on the website.

Checklist: (be sure to have the following documents in a complete merged file before uploading)

- Application Cover Page
- Project Description (if previously awarded, include copy of progress report)
- Budget
- CV
- Contacted Recommenders