Lerner–Gray Memorial Fund Grant
Application Instructions

PURPOSE

Lerner-Gray Memorial Fund Grants - The Lerner-Gray Grants for Marine Research provide financial assistance to highly qualified persons starting careers in marine zoology. Support is limited to projects dealing with systematics, evolution, ecology and field-oriented behavioral studies of marine animals. Awards are not made to support research in botany and biochemistry

Applicants submitting research proposals on birds must apply **instead** to the Frank M. Chapman Memorial Fund Program.

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. Awards cover **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 including trips to New York City to study the collections in AMNH or for work at any of the Museum's field stations. In general, grants will not be made to cover salaries; the purchase of permanent research equipment (such as computers, software, and microscopes); overhead, conference or meeting costs; or expenses or salary for a field assistant.

FUNDING AND DURATION

The grants are meant to act as seed money for new researchers, and generally amount to between $1000 and $3,500; $3,500 is the **maximum** allowable request. The grant may be spent between July 1 of the application year and June 30 of the following year, and must be fully expended during that period. At the end of the project we require a 1-2 page report.

DEADLINE

March 14, 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 Profile**
> **Part 2: Submission of Supporting Documents**
>   a. Application Cover Page
>   b. Project Description
>   c. Budget Sheet
>   d. CV
> **Part 3: Recommendation Letter** (1)

Part 1: Online Profile

- Create an account[1] and fill out the basic information requested here: https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx.
  If clicking on this link does not take you to the login page, copy and paste the URL into a new browser window. 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 profile**.**

  - ☞ Do not stop at step 5 (*disregard message "no required documents could be found"*)

  - ☞ Continue through Step 8 <u>making sure to click "</u> <u>s ubmit application</u>" at the bottom of that page

  - ☞ You will not be able to proceed to Part 2 (document upload) until you complete the online application submission application at Step 8!

  - ☞ Log Out and Log In to refresh the Documents Center to access your documents

Part 2: Application Documents

Once you have submitted the online profile (Part 1), the **My Documents Center** will appear on the left side of your screen. This begins Part 2, where you may upload your application materials including the cover page, project description, CV and budget in the Documents Center. You will upload this information as 1 merged file under Lerner-Gray Application Materials.

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[1] **You cannot use an account profile created previously in this system. You must create a new account name and password for each application/program deadline.** If you previously applied to any Richard Gilder Graduate School program, you will be flagged as a duplicate applicant and will see the following message at Step 8: *"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."* This will prevent you from completing your application until we override the system. **We will clear your record and then contact you within 1-2 business days so that you can proceed with your application**.

Be sure to read the instructions page carefully.

☞ *You must combine all supporting documents into a single, pdf document. You will only be permitted to upload <u>one</u> pdf in the Theodore Roosevelt Application Materials drop down menu and it must include the Application cover page, project description, budget sheet, and CV. Insert these documents in place of the blank pages on the application form.*

☞ *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. You should also have the latest Adobe Reader to create the PDF forms for the application package, http://www.adobe.com/

Creating a Combined Application Document

Below are the parts required in your application document, which must be uploaded to our server by 11:59pm Eastern Time on the deadline listed above. Once you upload your application document as ONE complete merged file, you will receive a confirmation email. *Note: Review your application documents carefully before uploading. Once they are uploaded, they cannot be changed.*

Document 1: Application Cover Page

In the "Documents Center" Click on the Lerner-Gray Application Materials. On the Cover Page form, include the following information – *you can click tools and edit text box to insert your text:*

- Your name
- Title of your project
- If 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 (e.g. AMNH 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 and insert it in place of Project Description. Include the narrative and citations:

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

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 Lerner-Gray Award (required if previously awarded):
If you received a Lerner-Gray 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 your report with this 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 grants awarded in different, non-consecutive years.

Document 3: Budget

Prepare a budget itemizing **only** those anticipated expenses to be covered by the grant and 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 on the Documents Center or create your own with the following information and upload in place of :
- 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 Letter (1)
- One (1) letter of recommendation is required from someone knowledgeable about your research. This letter may <u>not</u> be from an AMNH curator.
- The letter of recommendation must be sent to RGGS directly by the recommender. Detailed instructions 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 letter on time. **Letters can also be emailed by the recommenders directly, to RGGS at: *assistantdirector-rggs@amnh.org*.**

- Do not include the letter of recommendation in your combined application document from Part 2. The letter should be sent separately from your application.

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 U.S. temporary 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 covers activities located in the U.S. When a non-U.S. citizen enters the U.S. under a visa other than F or J, 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 212-769-5143.

Answers to frequently asked questions about the Lerner-Gray Grant application can be found on the website. https://bit.ly/2USqOUn

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DOCUMENTS CHECKLIST: (Compiled into a single merged file for uploading)

☐   Application Cover Page

☐   Project Description (and progress report for past grants, if applicable. See Part 2)

☐   Budget

☐   CV

☐   Upload merged document under Theodore Roosevelt Application Materials located on the drop down menu

☐   Contacted Recommenders