

Association for Tropical Biology and Conservation (ATBC) Seed Research Grant Terms and Conditions

The **ATBC Seed Research Grant** is subject to the following terms and conditions:

1. Due to the current COVID-19 pandemic, the period to complete the requirements and use the funds provided by this research grant has been extended until December 31, 2022.
2. Grant recipients will receive their awards as wire transfers to their bank of choice. ATBC will cover any bank fees associated with sending funds to recipients. Awardees can use their awarded funds to cover bank fees associated with receiving it on their end, if receipts are kept and submitted at the end.
3. **Seed Research Grant funds can be used for travel, lodging, and/or other research related expenses** (If you are unsure whether an expense is “research-related” you can confirm this by emailing the [Grants and Awards Committee Chair](#), **prior** to incurring the expense. Research funds **cannot** be used to pay for permanent equipment and items or services such as clothing, footwear, phone charges, laundry, gifts for informants/interviewees, toiletries, alcohol, and tobacco products.
4. **Financial record keeping and reporting:**
 - a. You are required to submit itemized **receipts for each of your expenses**. If necessary, use a blank generic receipt book for those purchases for which an official receipt is not available. Make sure to obtain a signature from the vendor if you use a generic receipt.
 - b. All receipts should be glued to a blank sheet of paper, scanned (highest quality possible), organized by categories (i.e., lodging, transportation, etc.) and combined into ONE PDF file.
 - c. Please attach a short table with description of amounts (USD converted – see instructions in item 5) per category as a cover sheet to the PDF with scanned receipts.
 - d. Briefly translate each receipt and include the amount in US dollars and a copy of the conversion page (you can use any currency converter available for free online, such as www.oanda.com).
 - e. If you do not spend the full amount of your grant or if you are unable to provide receipts for all expenses, you may be required to reimburse ATBC.
5. You are responsible for obtaining visas and other travel authorizations, scientific research permits, and any other governmental and non-governmental permissions, including permissions from local sponsoring organizations and institutional review boards from the country where you will be conducting your research.
6. You are required to comply with all national and international laws applicable to your home country and the country or countries where your research is conducted. This includes any and all travel bans or restrictions, including public health related quarantines and lockdowns, as well as movement and behavior restrictions (e.g., mask-wearing, physical distancing, etc.) and issued in your home country and in the country where your research will be conducted.
7. **Reporting:** Students are required to submit a one-paragraph summary; a 2-3 pages **academic report** including research findings, challenges, and at least 2 high-quality images, generally within a year of having received the funds. You will receive an email message a few months prior to the due date for the report giving you specific instructions for submission.

8. Please acknowledge the **ATBC Seed Research Grant** in any published or presented work resulting from the research funded by it, and please include a list of published work in your academic report (it can be in an extra page).
9. By signing this document, and unless we are otherwise advised at the time of report submission and for good cause, you give permission for ATBC to post your name, research project title, submitted academic report, and photos to its website and to disseminate it through its social media accounts (Facebook and Twitter).
10. **By signing below, you agree to the above conditions regarding receipt of the ATBC Seed Research Grant** and acknowledge that ATBC is not employing you, or otherwise directing your research substance and methods, but merely providing a small grant to defray all or some of the expenses associated with your research. Should you fail to abide by these conditions, ATBC reserves the right to require full reimbursement of the funds provided.

Signature of Recipient

Date

Name of Recipient