

Fellows Application Requirements

Completed applications should be sent to Fellows@collaborativeconservation.org before **midnight MST, Friday February, 21, 2020.**

(NOTE: The CCC Fellows web page also contains a “[Frequently Asked Questions](#)” document. All other questions should be directed to Kim Skyelander, CCC Associate Director, at Kim.Skyelander@colostate.edu but Do NOT send applications to this address).

A. Instructions

The fellowship proposal must address each section listed below to be considered for review. Use a 12 point font, single-spaced, with 1 inch margins for all materials except the CV/resumes.

Please submit the proposal, budget template, and the CV/resumes ALL together as a single PDF document. Specify if you are applying for an *Individual* or *Team Fellowship*. **Separate Word or PDF documents will *not* be accepted.**

Note: PDF naming conventions should follow “*Lastname- Firstname_Team_Application*” (Skyelander-Kim_Team_Application)

Sections

1. Summary of the fellowship (3/4 page maximum)

This must contain:

- a. the title of your project
- b. names of fellows, with titles and affiliations
- c. names of all your collaborators-
their titles and affiliations, and
their **specific roles** in the project
- d. where the project is located,
- e. specific project goals and objectives and how these will be met
- f. direct and indirect project outcomes for conservation and livelihoods as well as the collaborative process (see definitions of these terms on the page 1 footnote of the RFP).

Summaries will be used for the news release, for the CCC webpage, and other program publicity, so please *write them for a lay audience*.

NOTE: You must include items a-f above in your summary or your application will NOT be considered.

2. Overall description of the fellowship (3 pages maximum, including the information above)

A statement of what you will do during the fellowship, and how this will raise the

level of your engagement with faculty and students at CSU, practitioners, and other stakeholders such as landowners, land users and land managers, community members, government agencies, the private sector, tribal nations, ect.

Also include how you will *communicate your findings* to your project stakeholders, communities, and partners. Be specific.

*If the proposed work will form part of a larger research project, or build on or enhance an existing program, part of this description should provide a short background and explain how the proposed work fits into the bigger picture.

3. Potential for impact of the project (1 page maximum)

Describe how your proposed work will: 1) engage stakeholders in the project location, and 2) describe the anticipated short-term and long-term ecological AND social outcomes of your project. These may be direct or indirect outcomes and should address both conservation and livelihoods variables (see definitions of these terms on the page 1 footnote of the RFP.)

4. Measuring project success (¾ page maximum)

Describe how you will measure or determine the success of your project. How will you know if you meet your goals and objectives? Detail an evaluation plan for the project which should relate directly to your project objectives.

5. Potential for impact on you or your team (¾ page maximum)

Describe how your proposed work will contribute to: your (or your teams') professional and personal growth, the Fellows Program specifically, the CCC, and the field of collaborative conservation.

6. Fellowship products (½ page maximum)

A specific description of the expected products of the fellowship (see the E2-Deliverables section of the RFP).

7. Information on your collaborators (½ page maximum)

List the names, titles, affiliations, emails, and SPECIFIC roles of people whom you will collaborate with during the fellowship project. Describe how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities, etc. (NOTE: These collaborators MUST be in place at the time of the application. The application review panel may contact your collaborators about their involvement in your proposed work).

8. Budget statement (½ page of text) plus the budget template

Provide a written justification explaining all requested budget items/costs. Each of the major costs (salaries, services, supplies, travel, in-kind costs, and other direct and indirect costs) must be explained, demonstrate a clear connection to the project activities, and show how the item amounts were determined. For personnel salary costs include the salary figures (with

fringe if appropriate) and the estimates of time (as percentages) to be directly charged to the project.

*NOTE: If the proposed work will form part of a larger project, an explanation of funding already received and a justification for these additional funds should be given.

Categories should include:

- **Salary/stipend** (can be used for local collaborators or a local person to help with the project, for the applicants themselves, a student helper, etc.)
- **Services** (meeting expenses, publications, etc.)
- **Supplies** (supplies and equipment; we do *not* fund computer type equipment)
- **Travel** (domestic travel, including food, accommodation and transport). *If travel is planned for more than one trip or more than one person, please give details that explain this.* Make sure to include the travel costs to attend fellows events and trainings if not from the Fort Collins area.
- **In-kind** or donated time, supplies, etc.
- **Other** if needed.

*** You must also fill in the [budget template](#) on the CCC webpage

You must use all of your funding **by the end of the fellowship, September, 2021.**

9. A current CV or resume for yourself (and *each* Team Fellow if applicable) (3 page maximum each person)

Individual formats are acceptable, but please keep font size appropriate and lists (publications, awards, etc.) *brief and relevant* to the proposed fellowship project.

B. Accountability

Upon acceptance of the fellowship, you will be required to sign a contract saying you will submit the required products by the due dates (exceptions will only be granted on a case by case basis - we realize not everything goes according to plan). The CCC reserves the right to withhold final fellowship funds until these products are turned in.

C. Evaluation of Applications

For a list of application evaluation criteria, please see the “[Criteria for Evaluating All Fellows Applications](#)” on the CCC Fellows webpage, under Application Materials.