

March 8, 2022

ACA Grants in Biodiversity Final Report Instructions and ACA Acknowledgement Due April 15, 2022



The hard work on your ACA-funded project is almost over, and we are excited to hear your results in your final report. These reports are important because:

- 1) they tell us that your grant funds have been used appropriately,
- 2) they are the face of our Program to the outside world. Final Reports are printed in the *ACA Grants Fund Annual Report* and *Biennial Report* which is distributed to the board and staff of the Alberta Conservation Association, as well as to the scientific community, and interested members of the public. The *Biennial Report* is also published on our website (<https://www.ab-conservation.com/grants/grants-in-biodiversity/publications/>).
- 3) part of the ACA Grants in Biodiversity's mandate is to develop new researchers interested in Alberta. Thus, we do periodically check out public websites and publication indexes to see where your career has taken you.
- 4) the Final Reports provide you with a citation for your CV. This report represents an opportunity for your words to be published in a citable fashion, the first such citation for many students.

You will use the accompanying form to complete your report. Please consider the following recommendations when writing your summary. By doing so you help build the future of the *ACA Grants in Biodiversity* Program and you give your own future a boost.

The Summary

We use these reports to tell the public about this program. Thus, **envision Mr./Ms. J. Public reading your summary; use terminology that can be understood by them.** Write your summary in the first person ("I did this...; my work shows..."), with no subtitles, acronyms, abbreviations, jargon and minimal statistics. To see examples of previous reports, go onto our website (<http://www.acabiodiversity.ca/publications/>). Please italicize appropriate scientific words.

Questions

Please answer these questions as indicated in the form. The ORCID, ResearchGate and LinkedIn information is only collected for internal ACA use; we will not publish it:

1. ORCID: Provide your ORCID if you have one (<https://orcid.org/>). If you plan on publishing, it's a very good idea to get an ORCID as it helps track your publishing career (librarians will love you!). Eg. John Pattison is now John Pattison-Williams, who publishes as John K. Pattison-Williams, but sometimes shows up on reports as J Pattison – an ORCID would help find publications under all those names.
2. ResearchGate: Provide the URL for your ResearchGate profile if you have one (www.researchgate.net).

3. LinkedIn: Provide the URL of your LinkedIn page if you have one (www.linkedin.com).
4. We are building a map of funded projects, using Alberta's wildlife management unit (WMU, found at <https://www.alberta.ca/wildlife-management-units.aspx>) as our location guide. If applicable, please provide the WMU(s) or national park where your field work took place? If your project took place in many locations (more than 3 WMU), then just write the WMU region (eg. Parkland or Northern Boreal) it was in, or "multi-location project" if multiple regions were involved.
5. Online information. We like to show off projects that ACA has funded. ACA is active on many digital platforms. Is there information about your project to which we can direct the public? For example, an award-winning 3 minute thesis, a well-received presentation or media interview.

Photographs and Captions

Pictures tell the public many things. We can sell our program, and yours, to our stakeholders if we can show something of your research as well as tell it. Thus, please provide one or two high quality digital images of your work. You will find samples of photographs in our biennial reports. We would prefer pictures of something related to your work in the field or laboratory; something directly relevant to your research. It can be one that features you, but again we would prefer to see you doing something relevant to the research. Whatever you submit, please fill the frame with the subject. **Digital photos must be saved in TIF format and be at least 2" X 3" at 300 dpi; high resolution JPEGs are also acceptable.**

Please put a short caption for each of your photos where indicated in the form. Use only first names of people in the photo. Eg. Wayne recording observations of the left-footed squirrel.

Copyright reminder: You will hold the copyright for your report and submitted photographs. However, a reminder that the application you submitted provided notice:

This material may be published in the Biodiversity Biennial Report and on the ACA Grants in Biodiversity web pages and in the promotional material for the ACA Grants in Biodiversity Program (posters, brochures, etc.).

The first checkbox in the permissions section is your confirmation that ACA may use the submitted photos as indicated in your application form.

The second checkbox is giving ACA permission to use the photo(s) for our other activities, such as our magazine, workshops, social media, etc. You retain copyright and will always be credited if ACA uses your photos. Checking this box is optional but appreciated.

Submitting Your Final Report

ACA will edit and look for any minor grammatical or word-use changes but we want you to be the author of your submitted piece and be able to list it as a contribution on your CV. Please e-mail

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the completed form and the files as an email attachment to tracy.stewart@ab-conservation.com.
Please send pictures as separate files, not inserted into your report document.

If there is some reason your summary or photographs cannot be published, please let us know.

Your university will send ACA a final financial report on your behalf when your research account is closed.

Acknowledging the ACA Grants in Biodiversity in your Publications

In a separate matter, it is important that we can show our stakeholders that ACA's grants are making an impact. We occasionally use journal/report indices to see if publications are emanating from our funded projects. Please take note of the following suggestions on how to acknowledge ACA's contribution in your thesis, presentations, articles, posters or other publications:

"We gratefully acknowledge the ACA Grants in Biodiversity (supported by the Alberta Conservation Association)."

or

"This research was supported by the ACA Grants in Biodiversity (supported by the Alberta Conservation Association)."

We can provide you with an ACA image logo for posters. Also, it would be appreciated if you would let us know of any journal publication that emanates from your research supported by the *ACA Grants in Biodiversity* as we list these on our website. Please send the citation (and an abstract if available) to the Grant Coordinator.

If you have questions about your report or acknowledging ACA, contact the ACA Grants in Biodiversity Coordinator at tracy.stewart@ab-conservation.com

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