

March 8, 2022

**ACA Grants in Biodiversity  
Progress Report due April 15, 2022**



We are excited to hear how your ACA funded project is progressing! As such, we ask all 2021 Grants in Biodiversity recipients to submit an ACA Grants in Biodiversity Progress Report. These reports are important because:

- 1) they tell ACA that your grant funds are being used appropriately,
- 2) they help us to promote the program. We provide feedback about the grants to the Alberta Conservation Association and your reports are helpful. We will not be publishing a *Biennial Report* this year; nevertheless, I recommend you look at the Progress Report section in a recent *Biennial Report* on our website: - <https://www.ab-conservation.com/grants/grants-in-biodiversity/publications/>

You will submit your Progress Report on the attached form.

*Note: If you have completed your project, contact the Grant Coordinator and ask for a Final Report Submission form – do not submit a Progress Report.*

**The Questions**

Most of the questions are self-explanatory, but here is some further information:

- Question 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.
- Question 5: It is recommended you look at the Progress Report section of the latest *Biennial Report* before answering this question.

**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.

*Conserving Alberta's Wild Side*

#101, 9 Chippewa Road, Sherwood Park, AB T8A 6J7 • ph: 780-410-1999 • fax 780-464-0141 • toll free 1-877-969-9091

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

*Please note that successful applicants will be required to submit reports and photographs at the end of each year of funding. This material may be published in the Biodiversity Biennial Report and in Alberta Conservation Association publications and digital media, with acknowledgment to the creator.*

The checkbox in the permissions section is your confirmation that ACA may use the submitted photos as indicated in your application form. You retain copyright and will always be credited if ACA uses your photos.

### **Submitting Your Report**

Please send an electronic copy of your report, as an email attachment to [tracy.stewart@ab-conservation.com](mailto:tracy.stewart@ab-conservation.com). **Send pictures as separate files, not inserted into your report document.**

Please note that the summary and photographs submitted to us may be published in various ACA reports and on Alberta Conservation Association web pages. When you return your report, please indicate if you do **not** want to have your material published in this way. Unless you let us know otherwise, we will assume that you are giving us permission to use your report and photograph as mentioned above.

### **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](mailto:tracy.stewart@ab-conservation.com)**

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