



# PROPOSAL GUIDELINES

*IDEA WILD will only review and approve complete proposals, so please follow these guidelines carefully.*

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1. You must include the following items:
  - a. IDEA WILD application form
  - b. Project proposal in your native language (English preferred)
  - c. One page summary of your project proposal in English
  - d. Your resume or curriculum vitae
  - e. A letter of recommendation from your advisor (only if you are a student)
  - f. If possible, please include a photo of the target species or habitat
2. Your proposal must relate to biodiversity conservation, research or education.
3. For the IDEA WILD application form:
  - A current email address is absolutely necessary so we can confirm arrival of your proposal, communicate after we have accepted or rejected your proposal, or ask additional questions.
  - Due to the uncertainty and cost of international shipping, IDEA WILD uses a relay method for delivering equipment. Please provide the name, United States address, email address and telephone number of a person (such as a visiting professor, friend or relative) who will be traveling to your country. We will mail your equipment to this person in the United States for them to deliver to you.
  - IDEA WILD encourages the use and reuse of equipment and gives preference to proposals that clearly explain how the equipment will be used when the project is finished.
  - The total cost of your equipment must be below \$1500.
  - It is important to include detailed descriptions of requested equipment, as well as the name, telephone number and website address of the company that sells each item. These are some suggested websites for frequently requested items:
    - o Avinet & Avian Research Supplies: [www.avinet.com](http://www.avinet.com)
    - o Amazon.com: [www.amazon.com](http://www.amazon.com)
    - o B & H Photo: [www.bhphotovideo.com](http://www.bhphotovideo.com)
    - o Forestry Suppliers: [www.forestry-suppliers.com](http://www.forestry-suppliers.com)
    - o Wildlife Materials: [www.wildlifematerials.com](http://www.wildlifematerials.com)
4. Your original project proposal can be the one prepared for your BS, MS, Ph. D., independent research, etc. This can be submitted in your native language, although English is preferred. Also include a one-page summary of your proposal in English.
5. IDEA WILD accepts proposals from ALL countries. Priority consideration is given to projects with 1) a strong biodiversity conservation aspect; 2) direct involvement with nationals of the country where the project takes place (if you are non-national, it is best to have a national apply or co-apply); 3) plans to further use (recycle) equipment after the project has completed; and 4) a valid US contact who can receive your equipment.
6. You may email your proposal to [ideawild@ideawild.org](mailto:ideawild@ideawild.org) or mail to:  
IDEA WILD  
420 Riddle Dr.  
Fort Collins, CO 80521  
(970) 482-6748

An email confirmation will be sent to confirm receipt of application documents. We look forward to reviewing your proposal!



# APPLICATION FORM

*Please fill out in English*

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Full Name:

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Email address(es): *Applications without a valid email address will not be accepted.*

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Alternate contact: *Please provide the name and email address of a friend, colleague, or advisor who you authorize to correspond with IDEA WILD in case your email fails or you are unavailable to answer your email for an extended period of time.*

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Person in United States who can receive equipment: *Please include name, email address, mailing address and telephone number.*

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Recipient Mailing Address:

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Have you previously received equipment from IDEA WILD?  Yes  No

If yes, did you provide a summary and photos of your completed project?  Yes  No

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Project Title:

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Study Location: *Country and State or Province. If located in a park or protected area, please list.*

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Target Species or Habitat: *Please list common English and Latin names*

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What is the purpose of your project? *Please check all that apply.*

Biology Research    Conservation Education    Conservation Management

Other, please explain:

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What is your project timeline? *Please list project start date and duration.*

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Brief description of project objectives and methods:

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How will your project contribute to biodiversity conservation?

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Describe how each piece of requested equipment will be used in your project.

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Will others be trained to use the equipment?

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How will the equipment be utilized after the project has completed? *Will you continue to use the equipment on other projects? Will the equipment be donated to other conservation efforts? Please explain.*

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Are you working toward a degree?  Yes  No *If yes, please indicate:*

Bachelors  Licenciatura  Masters  Doctorate

Please specify field or academic discipline: \_\_\_\_\_

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How will the information obtained be made available to others? *For example: thesis, journal publication, public presentations.*

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How did you learn of IDEA WILD?

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By signing this application I agree to the following:

- I certify that all items donated will be used solely for the purposes stated above.
- I will notify IDEA WILD immediately if the stated project changes or is cancelled.
- I will provide IDEA WILD with a one-page summary and photographs of the project upon completion.
- I will return an evaluation form upon completion of the project.
- Idea Wild may use summaries and photos on our Website with credit to the author.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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THANK YOU! We require several months to review and approve proposals. You will be contacted about the status of your proposal via email. Best of luck in your work!

# REQUESTED EQUIPMENT

*Please include the name, telephone number and website address of the company that sells each item. Use additional sheets if necessary.*

Supplier Name	Item	Catalogue Number	Unit Price	Quantity	Total Price	Priority
				Total Cost:		

Name of Supplier 1:  
Phone:

Website:

Name of Supplier 2:  
Phone:

Website:

Name of Supplier 3:  
Phone:

Website:

Name of Supplier 4:  
Phone:

Website:

Name of Supplier 5:  
Phone:

Website: