

# Theodore Roosevelt Memorial Grant Application

## **PURPOSE**

**Theodore Roosevelt Memorial Grants** support research on North American fauna in any phase of wildlife conservation or natural history.

**Southwestern Research Station (SWRS) Grants** may also be applied for using this process. You can read about the details on this website:

<http://research.amnh.org/swrs/researcher>

**Ornithology** proposals only accepted by [The Frank M. Chapman Memorial Fund](#)

**Ichthyology** proposals only accepted by the [Lerner Gray Marine Research Fund](#)

## **FUNDING AND DURATION**

The grants made from this program are generally between \$500 and \$3,500. They are meant to act as seed money for new researchers. Research may be conducted at the AMNH or in the field. The grant is able to be spent from July 1 of the application year until June 30th following the application year.

\*Funding for the SWRS is only for food and housing. No supplies or other material will be funded.

## **DEADLINE**

February 15, 11:59pm Eastern Time

## **INSTRUCTIONS**

There are three (3) parts to the application process, all of which must be completed by 11:59pm Eastern Time on the deadline listed above. All parts must be completed online following this link: [https://myrggs.amnh.org/Applicant/ApplyOnline\\_Login.aspx](https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx).

Part 1: Online Application

Part 2: Documents (4)

Part 3: Recommendation Letters (2)

### **Part 1: Online Application**

Create an account and fill out the basic information requested

Submit electronic application at Step 8

**You will not be able to proceed to part 2 until you submit your application**

## Part 2: Documents

Below are the required documents, which you must upload to our server by 11:59pm Eastern Time on the deadline listed above.

**All documents must be in PDF format. No other format will be accepted.** There are many free PDF file converters on the web such as [PrimoPDF](#). You should also have the latest Adobe Reader to complete the PDF forms in the application package.  
<http://www.adobe.com/>

### Document 1: Application Cover Page

**Complete the cover page form which includes:**

- Your name
- Title of project
- List of AMNH curators with whom you will collaborate (if applicable)
- Proposed Start Date and End Date
- List of AMNH collections, special facilities, and other resources you require (if applicable)
- Location of work (such as AMNH, Southwest Research Station and fieldwork locales)
- Duration of grant requested (max 12 months)

### Document 2: Project Description

Note that you should follow the Proposal Margin and Spacing Requirements in the [NSF Proposal Guide](#).

#### Format

**Create your own document in a word processing program and save to PDF**

**Upload one (1) PDF with the narrative and citations**

Project description narrative: 2 pages maximum

Citations: 1 page;

Previous Roosevelt Award (Required if previously awarded)

- If you have been awarded from this fund before, include:
  - ☐ Project title, award amount, year of award, list of publications;
  - ☐ Note that if you have not turned in a final project report, you will not be considered for a new award.

### Document 3: Budget

Prepare a budget itemizing anticipated expenses incurred **only** by the grant, including supplies and travel; but not salary that are associated with your proposed project. Indicate other possible sources of funding on a separate page to be uploaded with the budget.

#### Format

**Use the form (spreadsheet) provided or create your own with:**

Your name

Title of project  
Description, quantity and price of items requested  
Total requested  
Short budget justification narrative  
Additional funding sources (separate page)

Document 4: Curriculum vitae

Create your own document in a word processing program and save to PDF  
Upload one (1) PDF

**Part 3: Recommendation Letters (2)**

Two (2) letters of recommendation from different people knowledgeable about your research.

Go to My Documents: Document Center for instructions after you submit the online application (Step 8)

***OTHER REQUIREMENTS***

\*Please note that you may have tax withholding requirements on this award if you are not a US Citizen and if your work will take place in the USA.

After you are awarded the grant, please check with us to determine if you have a tax withholding requirement.

If you are a US Citizen there is no tax withholding.

If you are a foreign national and your work will NOT take place in the USA, there is no tax withholding.

Applicants are allowed a maximum of two awards in different years (not consecutive).

Non US citizens who will conduct research in the US will need to apply for a visa.

If you are an international scholar, please contact our office at [mrrios@amnh.org](mailto:mrrios@amnh.org) if you have any visa questions.

\*If you are a J-1 research scholar, there is a 14% tax withholding requirement

At the end of the project we require a 1-2 page report