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March 6, 2018

## **ACA Grants in Biodiversity Progress Report due April 17, 2018**

The ACA Grants in Biodiversity Progress Reports are due April 17, 2018. These reports are important because:

- 1) they tell me 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: - <http://www.acabiodiversity.ca/publications/>

Your Progress Report consists of four parts: the heading, the questions, photo captions and photographs.

### I. Heading

- The title:
  - Capitalize the first letter of the title and any proper nouns
  - Centre the title at top of page.
  - 10 words or less using everyday words. Please, **no** jargon.
  - The title should be something an average layperson can understand. Avoid scientific names in the title.
- You, your institution, and your supervisor:
  - Your full name
  - Your institution followed by your program (e.g. M.Sc.)
  - The title and name of your supervisor (e.g. Dr. Michael Jordan)
  - Indicate it is a Progress Report

### **Sample:**

The theory behind grand slam dunking  
Michael Jordan  
University of High Level, M.Sc.  
Dr. Julius Irving, Supervisor  
Progress Report

### II. The Questions

Please copy and answer these questions in your report:

1. *Are you on track time-wise with your project?* YES or NO?
2. *Is your budget being spent according to the budget provided to ACA?* YES or NO? If NO, please explain briefly:
3. *Have you published any papers or made any presentations on the project supported by ACA funds?* If so, please list them below.

4. I recommend looking at the Progress Report section of the latest *Biennial Report* before answering this question (answers will be edited before going into the *Biennial Report*): *In one or two sentences, why is your project important?*

### III. Captions

Please put a short caption for each of your photos at the end of your report. Use only first names of people in the photo. Eg. Michael recording assistant's two hand backwards dunk.

### IV. Photographs

**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. I 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 I would prefer to see you doing something relevant to the research. Whatever you submit, please fill the frame with the subject. **Digital photographs must be saved in TIF format and be at least 2" X 3" at 300 dpi; high resolution. High resolution JPEGs are also acceptable.**

### Submitting Your Report

Please send an electronic copy of your report, as an email attachment to [tracy.stewart@ualberta.ca](mailto:tracy.stewart@ualberta.ca). **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 the *Biodiversity Biennial Report* and on the *ACA Grants in Biodiversity* 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 completely separate matter, please take note of the following information on how you might want to acknowledge the *ACA Grants in Biodiversity* in your thesis, presentations, abstracts or other publications.

I hope your program is going well and I look forward to your final report next year on the work done with the ACA Grants in Biodiversity. We are glad to be involved. Thanks for all the extra effort you put into this short report.

Sincerely,



John Pattison-Williams  
Director, *ACA Grants in Biodiversity*

## ***ACA Grants in Biodiversity***

### **Advice on Acknowledgment of Support When You Publish**

The **Alberta Conservation Association**, who funds our program, should be acknowledged in **all** publications, reports and other results of research supported by an *ACA Grant in Biodiversity*. An appropriate acknowledgment might go something like this:

"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)."

You get the idea. The goal is to somehow acknowledge the Alberta Conservation Association for the grant you received. Thanks.

Also, it would be appreciated if you would let us know of any 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 a link to the abstract if available) to Tracy Stewart at [tracy.stewart@ualberta.ca](mailto:tracy.stewart@ualberta.ca).