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March 6, 2020

**ACA Grants in Biodiversity
Progress Report due April 14, 2020**

The ACA Grants in Biodiversity Progress Reports are due April 14, 2020. 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/>
- 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.

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?
5. ORCID: Please 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.
6. ResearchGate: Please provide the URL for your ResearchGate profile if you have one (www.researchgate.net).
7. LinkedIn: Please provide the URL of your LinkedIn page if you have one (www.linkedin.com).
8. 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, could you 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.

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 observing assistant's two hand backwards slam 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@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 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,

A handwritten signature in blue ink that reads "John Pattison-Williams". The signature is fluid and cursive, with a long horizontal stroke at the end.

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@ab-conservation.com.