In this video we will

- Review expectations and requirements for the "Timeline," "Budget," and "Budget Justification" sections

- Learn how to break down your project into steps and line items

- So that you are able to
  1. Demonstrate expertise and project management capability
  2. Clearly communicate when and how your grant funds will be used

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Methods* - *Up to 400 words. What methods will you use to achieve the project goals and objectives? Be thorough and specific. If using a questionnaire, please provide enough details about the questionnaire to allow a reviewer to assess its effectiveness. If educating or raising awareness among communities is your goal, be specific about how that will be done and what will be taught. Remember, the reviewers may not be experts in your field. Describe what data will be collected and what statistics you will use to analyze it. Justify your methods (i.e., why are you using them, how do they address the problem or fill the knowledge gap you have identified, and provide any references).*

Indicators and Outputs* - *Up to 250 words. What will be the tangible outputs of the project (peer-reviewed papers, reports, evidence of changed attitudes, improved sustainability or protection). What will provide evidence of project success?*

Who will benefit? * *Up to 150 words. Who (individuals/communities/agencies) will benefit from this work and how? If your output includes recommendations, to whom will those recommendations be presented? Do you know they are receptive to your recommendations?*

Preliminary results* - *Up to 100 words. If you have some preliminary results, please describe them briefly. Otherwise, please indicate "none."*

Timeline* *Provide a brief timeline with deliverables.*

Figure and Table *This is optional - you may attach up to two Figures and two Tables. Make sure they are referenced in the text of the proposal*

References*

BUDGET

Budget* *Enter a detailed total budget for this project. Include: travel costs, per diem, equipment and services (field and laboratory), and administrative costs (e.g., phone, postage, etc.). If other funds are supporting this work have been awarded or are pending, please identify them.*
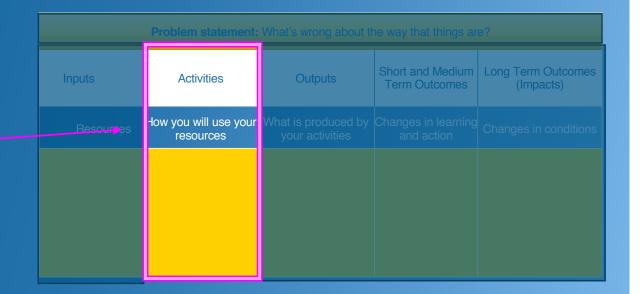
Budget Justification* *Please attach an explanation for the budget, including a specific justification for each line item identified in the budget.*

Timeline and Budget

When will you complete your Activities?

How will you finance this process?

Problem statement: What's wrong about the way that things are?				
Inputs	Activities	Outputs	Short and Medium Term Outcomes	Long Term Outcomes (Impacts)
Resources	How you will use your resources	What is produced by your activities	Changes in learning and action	Changes in conditions

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Problem statement: Over half of central Africa's sea turtles are considered threatened or endangered, yet their biggest threats are unclear. These species are important food sources for locals.

Inputs	Activities	Outputs	Short and Medium Term Outcomes	Long Term Outcomes (Impacts)
Resources	How you will use your resources	What is produced by your activities	Changes in learning and action	Changes in conditions
• **ASPIRE grant financing** • **Connections with WWF and Cameroon's Ministry of Forestry & Wildlife**	• **Interviews with over 100 fishermen in 8 communities** • **Daily reports of turtle bycatch numbers** • **Community training program planning**	• **Written report outlining main causes of sea turtle death (bycatch)** • **Fisherman reporting network** • **Sensitization campaign to get to 200 people**	• **Increased community action** • **New community skills for removing turtles stuck in nets** • **Better guidance for policy design protecting turtles**	• **Fewer turtle bycatch deaths** • **Turtle decline slows or stops** • **More available food for locals**

Timeline: When will your Activities take place?

Budget: How will you finance your Activities?

*Adapted from 2016 awardee Ursla Bénédite Koumbo Tabacum's CARN ASPIRE research https://www.conservationactionresearch.net/ursulas-journey-to-saving-sea-turtles

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Timeline

- Helps you break down the project into small steps

- Demonstrate that you have a plan in place to complete the steps required for the proposed project in a timely manner

- Show the expected trajectory of the project and provide a measure of success for yourself and for your reviewers

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Timeline format – Option 1

Activity	Time Period

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Timeline - Written Example 1 (template)

● ● ● Field work will be carried out four times during a one year period. Each field trip will last for two weeks.

Activity	Time Period
Finalizing field sites, preparing travel, ordering necessary materials	December 2022
Monitoring of bird and data collection	January 2023-October 2023
Data analysis and results	November 2023-December 2023

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Timeline format – Option 2

	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Activity 1													
Activity 2													
Activity 3													
Activity 4													

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Timeline format – Written Example 2

Field work will be carried out four times during a one year period. Each field trip will last for two weeks.

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023
Finalizing field sites	■												
Preparing travel, ordering materials	■												
Monitoring of bird and data collection		■	■	■	■	■	■	■	■	■	■		
Data analysis and results												■	■

Budget

- Show how the grant money will be used to finance your proposed project

- Include travel costs, per diem, equipment and services (field and laboratory), and administrative costs (e.g., phone, postage, etc.)

- Also include any additional sources of funding

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Budget

Category	Items	Unit Cost (USD)	Quantity	Total Price (USD)
Total Cost				

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Budget: Filled in Example

Category	Items	Unit Cost (USD)	Quantity	Total Price (USD)
Field Equipment: bird capture & blood sampling	Mist net	50	10	500
	GPS	140	1	140
	Compass	15	1	15
	Bird rings	1.99	15	29.85
	Slides	3.25	15	48.75
	2.5 mL syringes	9.99	15	149.85
	Slides storage box	12.99	15	194.85
Lab Equipment: pathogen screening	Buffer solution	21.77	2	43.54
	Immersion oil	24.99	1	24.99
	Giemsa	19.75	1	19.75
	Methanol	19.99	2	39.98
Personnel & Administrative costs	Accommodation (per night)	22.99	56	1287.44
	Transport	12	56	672
	Food (Per day)	17	56	952
	Administrative budget	32	1	32
	Health	100	1	100
	Field assistant & local facilitator payment	150	5	750
Total Cost				**5000**

Inspired by 2022 awardee Mélanie Adèle Tchoumbou's project: https://www.conservationactionresearch.net/projects/which-native-shade-trees-will-attract-pest-eating-birds-to-cameroonian-cocoa-farms

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Budget Justification

- Briefly explain the purpose of each budget item

- If not evident: why is this item essential for your project's success?

- Remember your reviewers may not be experts in your field

Budget Justification

Category	Item	Justification

Category	Items	Justification
Field Equipment: bird capture & blood sampling	Mist net & bird rings	Capture birds for sampling and avoid double-counting
	GPS & compass	ensure save navigation between field sites and record field location data
	Slides, syringes, slides storage box	draw and store blood samples
Lab Equipment: pathogen screening	Methanol	fix red blood cells before staining
	Giemsa & buffer solution	Immersion oil to stain blood samples, buffer solution to dilute the stain
	Immersion oil	Needed to observe the slides under a microscope
Personnel & Administrative costs	Accommodation (per night)	covers the lodging for 4 team members to stay near the field site during field trips (4 trips, 14 days each = 56 total days)
	Transport	includes petrol and taxi costs to move between field sites and field sites and home
	Food (Per day)	cover the meals of the entire team during the 4 2 week field trip periods
	Administrative budget	books, journals, publications, photocopies, printing, internet and other office consumables.
	Health	Covers purchase of first aid medical box for prophylaxis and therapy to take to the field
	Field assistant & local facilitator payment	Two field assistants will be needed to help collecting data in the field, and one local facilitator from each collection region will be recruited

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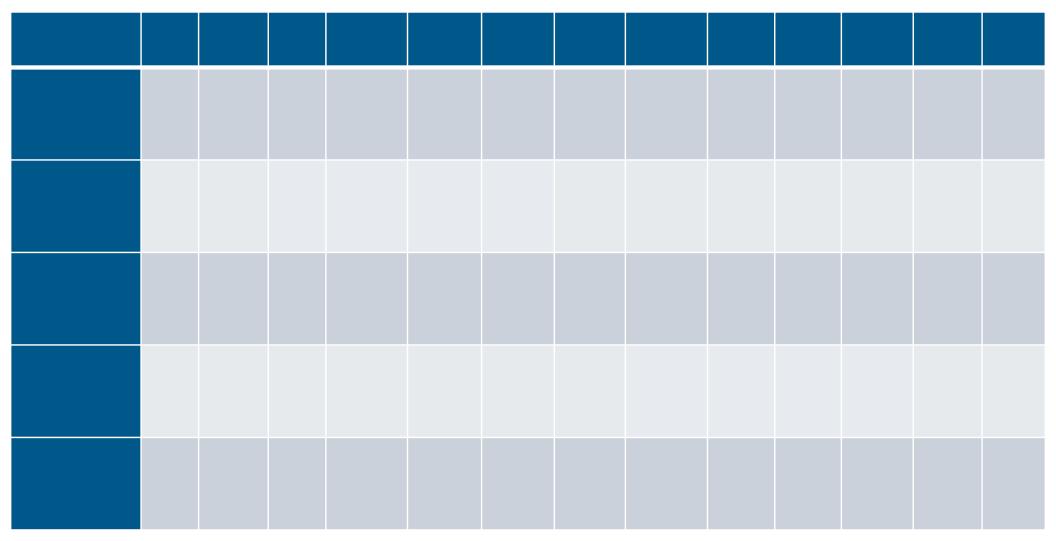| Activity	Time Period

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Timeline Option 1

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Timeline Option 2

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Important: include only one timeline

●●●

I've provided two formatting options for your ease, but please choose your favorite to submit.

Again, please submit *one* timeline – do *not* submit both formatting options.

Category	Items	Unit Cost (USD)	Quantity	Total Price (USD)
Total Cost				

Budget

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Category	Item	Justification

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Budget Justification ◎ UCLA IoES

Timeline – Written Example 1 (submission)

Timeline

Field work will be carried out four times during a one year period. Each field trip will last for two weeks.

Activities	Timeline
- Selection of field sites and preparation of the logistics	December 2022
- Monitoring of bird and data collection	January 2023-October 2023
- Data analysis and results	November 2023-December 2023

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Budget Justification – Written Example

Field equipment: -
- Mist nets will be used to capture birds, and bird rings will be used to avoid recapture
- GPS and Compass will be used to ensure save navigation between field sites and record field location data
- Syringes, slides and slide storage boxes will be used to draw and store blood samples

Lap Equipment:
- Methanol is needed to fix red blood cells before staining
- Giemsa is needed to stain blood samples, and buffer solution to dilute the stain
- Immersion oil is used to observe the slides under a microscope

Personnel & Administrative costs
- Accommodation budget covers the lodging for 4 team members to stay near the field site during field trips (4 trips, 14 days each = 56 total days)
- Transport costs include petrol and taxi costs to move between field sites and field sites and home
- Food costs cover the meals of the entire team during the 4 2 week field trip periods
- Administrative costs will include acquiring books, journals, publications, photocopies, printing, internet and other office consumables.
- Budget for health includes a complete first aid medical box for prophylaxis and therapy to take to the field
- Two field assistant will be needed to help collecting data in the field. One local facilitator from each village where the sampling site is situated will be recruited.

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