

Last name, first name \_\_\_\_\_

**FRANK M. CHAPMAN MEMORIAL FUND**  
**DEPARTMENT OF ORNITHOLOGY**  
**AMERICAN MUSEUM OF NATURAL HISTORY**  
Central Park West at 79th Street  
New York, New York 10024-5192

**RESEARCH GRANT APPLICATION FORM for FRANK M. CHAPMAN MEMORIAL FUND**

Application deadline: November 30, 2023. Announcement of Awards: April 3, 2024.

**INSTRUCTIONS**

*Please read these instructions carefully.* A completed signed form and all supporting material should be submitted **as a single PDF via email** to the F.M. Chapman Memorial Fund: **chapmangrants@amnh.org**

Correspondence regarding the program can also be directed to this email.

See below for details about the submission package.

**BRIEF DESCRIPTION OF THE FUND**

The **Frank M. Chapman Memorial Fund** supports ornithological research anywhere in the world. Priority for funding is given to grants investigating fundamental questions in *evolutionary ornithological science, particularly projects that conduct specimen-based research*. Awards are for one year; most grants range between \$1,000-\$3,500.

**APPLICATION GUIDELINES** - All guidelines **MUST** be followed, otherwise the proposal will not be considered.

Applications should consist of a *single* PDF that includes cover page, project description, CV, and budget.

1. See detailed directions for Project Description and Project Budget below.
2. Two letters of recommendation should be sent as PDFs to the Chapman fund website (chapmangrants@amnh.org) with the following subject line: "Chapman recommendation *applicant name*"

Applicants will be notified of receipt of the grant proposal via email within three weeks.

**COVER PAGE 1**

Please **TYPE** all information

Name. \_\_\_\_\_

Current position  
\_\_\_\_\_

Institution address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Mailing address  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail address \_\_\_\_\_

Candidate for degree (student applicants only)  Master's  Ph.D.

Research advisor  
\_\_\_\_\_

Letters of recommendation will be submitted by two persons, who are:  
\_\_\_\_\_ and \_\_\_\_\_

***Instruct letter-writers to send their letter in PDF form via email to the address above, with your name in the subject line.***

**PAGES 2 and 3. PROJECT DESCRIPTION**

**General requirements.** The project description, including references, must be a *maximum* of two pages single-spaced. All four margins should be at least 3/4 inches. Font **MUST** be Times New Roman 10 point or higher. *If these guidelines are not followed, the proposal will not be reviewed.*

The project description must have the following sections:

- I Title of the Proposal

## **II. Field of Research**

Choose one from following list (used for administrative purposes only; does not influence funding): (1) systematics, evolution, and morphology, (2) comparative evolutionary physiology, endocrinology, and behavior, or (3) evolutionary ecology.

## **III. Introduction**

State the problem/questions to be studied, and the current status of knowledge, using a maximum of 1/2 page.

## **IV. Research Description**

Describe the research designed to answer the questions posed in Section III. If alternative hypotheses are being investigated, describe the logic and design of experiments or observations. Address sample sizes and statistical approaches when necessary. A discussion of materials and methods should be included as needed to support the proposed study. If this project is part of research funded by a previous Chapman Grant, be clear as to how this research relates to the previous work. A separate report on the previous grant must be included and attached separately to this proposal; do not use the report to increase the length of this proposal.

**V. Location and Duration.** If research is being undertaken in a remote or logistically difficult region, be specific as to how the difficulties will be addressed.

**VI.** If collecting/research/export or other permits are required, include a statement as to their status.

**VII.** Describe/summarize the significance of this work.

## **VIII. Literature Cited**

Short citation format is permitted: Author name, date, journal citation.

## **PAGE 4. CURRICULUM VITAE (CV)**

All applications must include a *single* page CV that includes a statement about field and/or laboratory experience relevant to the proposed research.

## **PAGE 5. PROJECT BUDGET**

Place the Project Budget on a single page. It should include the following four parts:

1. Itemize the total projected costs of the **entire** research project, specifying potential sources of funding.
2. Identify the budget expenses being requested of the Chapman Fund. Note: If travel by automobile is required, an allowance of up to USD 25 cents per mile may be used in calculating costs. The following items are most commonly supported: consumable supplies, expendable equipment, living expenses in the field or at a research station, and travel expenses of the principal investigator.

The following are **NOT** supported: permanent equipment, salary for PI, overhead, conference or meeting costs; salary or expenses for travel for a field assistant.

3. Budget justification (a short statement, up to maximum of 250 words).

4. If applicant has previously received one or more awards from the Frank M. Chapman Fund, you must fill in the following information for each of them.

Year: \_\_\_\_\_ Title of Project: \_\_\_\_\_

Amount awarded \$ \_\_\_\_\_

**PAGE 6 (if needed).** Previous grant results. If the current application is a continuation of a previous award, a one-page summary of the previous grant must be attached.