



# The Society of American Foresters Science Fund Grant and Loan Program

---

---

## **Mission and Goals:**

The SAF Science Fund is intended to support the SAF mission:

*The mission of the Society of American Foresters is to advance the science, education, technology, and practice of forestry; to enhance the competency of its members; to establish professional excellence; and, to use the knowledge, skills, and conservation ethic of the profession to ensure the continued health and use of forest ecosystems and the present and future availability of forest resources to benefit society.*

**The mission of the SAF Science Fund is to support SAF Working Groups in the development and dissemination of scientific findings and new technology, for foresters and other natural resource professionals, to facilitate science-informed management.**

**The specific goals of the Science Fund are to:**

- *Conduct and/or support forestry research,*
- *Conduct and/or support continuing education activities and the transfer of knowledge, and*
- *Promote collaboration and relationships with other SAF entities and external groups.*

## **Project Ideas:**

Project proposals must meet at least one of the goals of the Science Fund. Specific projects could include, but are not limited to, the following examples:

- **Forestry Research** – Examples include graduate student funding, identification of research needs, prioritization of research needs, literature reviews, and seed money to collect preliminary data to develop a larger proposal.
- **Continuing Education, Outreach, or Collaboration** – Continuing Education and Outreach examples include conferences, publications, panels at Convention, special issues of the Journal of Forestry and regional journals of applied forestry, workshops, and website postings. Collaboration examples include joint conferences, development of a directory of potential research collaborators by subject area, and development of a list of SAF members willing to respond to outside inquiries related to their area of expertise.



# The Society of American Foresters Science Fund Grant and Loan Program

---

---

## **Types of Awards:**

Proposals submitted to the Science Fund may request funds in one of three general areas:

- **Loans** (up to \$5,000) to provide funds that are often required during the planning of a conference, meeting, or workshop. Loans are to be repaid to the Science Fund within 2 years at an interest rate of 3%.
- **Regular Grants** (up to \$2,500) to support research activities and/or dissemination of findings and new technology.
- **Special Grants** (up to \$5,000) to support research activities and/or dissemination of findings and new technology.

*Note that the Science Fund cannot be used for professional salaries (e.g., university faculty summer salary), office supplies, or overhead. The Fund will support up to 50% of the cost for technical/analytical equipment (e.g., computers, field equipment, software).*

## **Deadlines:**

Proposals will be reviewed twice per calendar year. Proposals must be submitted by **February 15** in order to be considered during the first review period of the year. Proposals must be submitted by **August 15\*** in order to be considered during the second review period of the year. Notices of approval/disapproval will be sent to applicants within one to two months of the respective deadlines. Proposal submitters are encouraged to contact SAF *prior to developing and submitting a proposal* to inquire whether funds are available in a given review period.

## **For criteria, project proposal and procedures:**

A merit review of submitted proposals will be conducted shortly after the submission deadline for each review period.

Detailed information about the Science Fund and the merit review process is available on the SAF website at [www.safnet.org/workinggroups/scifund.cfm](http://www.safnet.org/workinggroups/scifund.cfm) or from Terry Clark, CF, Director, Science and Education, at [clarkt@safnet.org](mailto:clarkt@safnet.org) or 301/ 897-8720, extension 123.



# The Society of American Foresters Science Fund Grant and Loan Program

---

---

## General Criteria

---

---

### **Goals of the Science Fund:**

Loans and grants will be awarded to projects that meet one or more of the Fund's goals:

- *Conduct and/or support forestry research,*
- *Conduct and/or support continuing education activities and the transfer of knowledge, or*
- *Promote collaboration and relationships with other SAF entities and external groups:*

### **SAF member participation:**

Proposals must be submitted by an SAF member and receive prior approval from the SAF Working Group(s) associated with the project. An endorsement letter from the chair(s) of one or more working groups **is required**.

### **Successful Implementation:**

A proposal must clearly convey to the Science Fund Committee that the project manager has the capability, skills, and methods, as well as a realistic timetable and budget, necessary to ensure a well-executed project and a well-defined final product. Requests for loans must demonstrate a viable plan for reimbursing the Science Fund for the amount of the loan plus interest.

### **Eligibility Requirements:**

Projects must meet all eligibility requirements listed under the “**Procedures**” section.

### **Special Consideration:**

Special consideration will be given to projects that include matching funds from corporations, universities, foundations, etc.

---

---

## Project Proposal Format

---

---

All proposals must be typed and include:

- Project Proposal Information Form;
- Project Proposal Budget Form;
- Letter(s) of support from the chair of the SAF Working Group(s) affiliated with the project. (Proposals will not be considered unless there is at least one letter of support from a Working Group chair in an appropriate subject area. The letter must include a description of how the Working Group decided to endorse the proposal, and a discussion of the expected benefits of doing the project.)



# The Society of American Foresters Science Fund Grant and Loan Program

- 
- 
- **Full explanations** of the following:
    - A. **Summary of Project:** A brief project summary (up to 200 words) that captures the goals, methods, and final products of the project.
    - B. **Objectives:** A clear statement of the specific objectives of the project. Defend the need for purchase of special equipment or other technology. State how the project objectives meet the goals of the Science Fund.
    - C. **Methods:** A detailed description of the specific steps that will be used to accomplish the stated objectives. If the project involves a meeting or conference, describe how learning outcomes will be measured.
    - D. **Products:** A clear statement of the anticipated final product(s) of the project. Examples could include a scientific manuscript, data summary report, or a summary of evaluations from participants in a workshop.
    - E. **Recognition:** A description of how SAF will be credited for the project.  
*Proposal components B. through E., taken collectively, shall not exceed 5 pages (single spaced, 12 pt. minimum font)*
    - F. **Budget:** *Please use the attached budget form.* Provide an overall project budget and detailed list of items or services for which the requested funds will be spent. List any project collaborators and other funding or in-kind support that is already confirmed. Specify whether a loan, regular grant, or special grant is being requested. A request for a loan must be accompanied with a plan for reimbursing the Science Fund for the amount of the loan, plus interest, within two years.  
***Budget Restrictions*** - The Science Fund cannot be used for professional salaries (e.g., university faculty summer salary), office supplies, or overhead. The Fund will support up to 50% of the cost for technical/analytical equipment (e.g., computers, field equipment, software). Examples of appropriate requests would include student stipends, speaker honoraria for a conference, publication page charges, professional meeting registration, and travel expenses to present a professional paper.
    - G. **Project Duration:** Project completion dates should typically be within 1 to 2 years of the date of the grant application. Exceptions will be made in the case of projects involving field data collection and analyses or if the project manager can make strong justification for needing more time. Projects may not be extended beyond the initially specified deadline.
- 
- 

## Procedures

---

---

- **Eligibility:**

Any SAF member, representing either an SAF unit or an external entity, is eligible to submit a proposal for the SAF Science Fund, given the endorsement of one or more SAF Working Groups. This applies for loans, regular grants, or special grants.

A Working Group endorsing more than one proposal in a review period may be asked by the Science Fund Committee to rank the proposals in terms of priority.

A Science Fund grant secured in the first year of a multi-year project is not a guarantee of future grants from the Science Fund in later years of the same project.

Projects that have already been completed are not eligible for Science Fund grants.

Proposals received after a review period deadline will be eligible for consideration in the next review period.

- **Working Group Approval:**

At least one SAF Working Group affiliated with the proposal Subject Area must be willing to endorse the proposal as part of its submission to the national office. Endorsement will be in the form of a letter of support signed by the Working Group chair. The methods for reviewing the proposal and deciding on endorsement will be determined by the Working Group officers and described in the endorsement letter.

The SAF Subject Areas and Working Group are described on the SAF website at <http://www.safnet.org/workinggroups/wgdesc.cfm>.

- **Completion of Projects:**

Projects will normally be completed within 1 to 2 years of the application date.

- **Notification of Receipt of Proposal:**

The SAF National Office will confirm receipt of the proposal to the project manager and affiliated SAF Working Group within two weeks of receiving the proposal.

- **Evaluation of Proposals:**

The SAF Science Fund Committee will conduct a merit review of all proposals submitted by each review period deadline. The Committee will decide which loans and/or grants will be awarded, based on merits of the proposal and the availability of funds. Preference will be given to proposals showing matching funds. Decisions will be forwarded to the Director, Science and Education.

- **Notification of Approval:**

Notification of loan or grant approval will be made to the project manager and affiliated Working Group within one to two months of a review period deadline. The SAF National Office will send loans and grant funds to a recipient named by the project manager. Project Managers for proposals not being funded will also be notified within one to two months of a review period deadline.



# The Society of American Foresters Science Fund Project Proposal

---

---

## Information Form

---

---

Date: \_\_\_\_\_ Sponsoring SAF Working Group: \_\_\_\_\_

Partnering SAF Unit or External Entity (*if applicable*):

- Additional SAF Working Group(s): \_\_\_\_\_
- National Committee: \_\_\_\_\_
- State, Division, or Chapter: \_\_\_\_\_
- External: \_\_\_\_\_
- Other: \_\_\_\_\_

Type of Award and Amount of SAF Funds requested:

- Regular Grant (Up to \$2,500): Not available for 2009
- Special Grant (From \$2,501 - \$5,000): Not available for 2009
- Loan (Up to \$5,000): \_\_\_\_\_

Project Title: \_\_\_\_\_

Expected Date of Project Completion: \_\_\_\_\_

Project Manager: (name, organization, address, and contact information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Check payable to:



# The Society of American Foresters Science Fund Project Proposal

## Budget Worksheet

*To be submitted with your Science Fund proposal.*

Project Title: \_\_\_\_\_

Loan \$ \_\_\_\_\_ Regular Grant \$ \_\_\_\_\_ Special Grant \$ \_\_\_\_\_

| Item          | Total Project Budget (\$) | Available from Other Sources (\$) | Names of Other Sources (Abbrev.) | Science Fund Request (\$) |
|---------------|---------------------------|-----------------------------------|----------------------------------|---------------------------|
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
|               |                           |                                   |                                  |                           |
| <b>TOTAL:</b> |                           |                                   |                                  |                           |

**Project Collaborators, Other Funding, and In-Kind Support:**

| Abbrev. | Full Name of Source | Contact Person | Telephone Number |
|---------|---------------------|----------------|------------------|
|         |                     |                |                  |
|         |                     |                |                  |
|         |                     |                |                  |
|         |                     |                |                  |



# The Society of American Foresters Science Fund Project Proposal

---

---

## **Submitting the Proposal:**

The proposal and associated forms should be submitted electronically to:

Terry Clark, CF  
Director, Science and Education  
E-mail: [clarkt@safnet.org](mailto:clarkt@safnet.org)

If a Working Group endorsement letter cannot be electronically transmitted as part of the proposal submission, the letter can be mailed to following address:

Society of American Foresters  
Science Fund  
5400 Grosvenor Lane  
Bethesda, MD 20814

---

---