

# NATIONAL GEOGRAPHIC SOCIETY EARLY CAREER GRANT APPLICATION PREPARATION

## PREPARATION MATERIALS

**Please note:** This application is for preparation purposes only and these questions are provided as a reference for developing your proposal. All applications must be submitted through our online application system. We do not accept mailed or emailed applications.

**How to use:** This document is meant for people with intermittent access to the internet. Download this document then prepare your answers here or in a separate digital document. When you are ready, visit the <https://www.nationalgeographic.org/grants> portal to submit a proposal through the online application system.

## APPLICATION STEPS

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# PROJECT DESCRIPTION

In the online application you will be asked to enter the following information about your project. Required info\*

**Title of Project\***

*Short, descriptive, and free of jargon. This title can be changed up until the time you submit your application.*

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**Project Start Date\***

*This date must be at least six months from the date you submit this application.*

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**Fieldwork Start Date**

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**Fieldwork End Date**

*Required if a Fieldwork Start Date is provided.*

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**Project End Date\***

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**Fieldwork Locations (You may specify up to 3)\***

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**Fieldwork Latitude\***

*Please enter the **latitude** coordinates of the geographic location of your primary fieldwork location, in **decimal degrees** (not degree-minute-seconds format). Be sure to enter north and east coordinates as positive values, and south and west coordinates as negative values. If needed, please click [HERE](#) to convert location details to the correct latitude and longitude format.*

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**Fieldwork Longitude\***

*Please enter the **longitude** coordinates of the geographic location of your primary fieldwork location, in **decimal degrees** (not degree-minute-seconds format). Be sure to enter north and east coordinates as positive values, and south and west coordinates as negative values. If needed, please click [HERE](#) to convert location details to the correct latitude and longitude format.*

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**The primary focus you've chosen for your project is:\***

*Conservation, Education, Research, Storytelling, or Technology*

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# PROJECT DESCRIPTION

In the online application you will be asked to enter the following information about your project.

**The secondary focus of your project (if applicable) is:**

*Conservation, Education, Research, Storytelling, or Technology*

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**Please choose one National Geographic Society Lens with which to associate your project below. Our three Lenses include:**

1. **Wildlife** (includes species-focused projects and the local evolutionary and ecological processes that sustain them)
2. **Our Changing Planet** (includes projects that focus on our Earth's dynamic terrestrial, marine, and freshwater ecosystems)
3. **The Human Journey** (includes projects that aim to learn more about who we are and what our future will be on this planet)

**Lens:**\*

*Wildlife, Our Changing Planet, or Human Journey*

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**What is the Discipline/Field of Study for the project? \***

*You may choose more than one from this list, as applicable. Be sure to move your selected value/s from **Available to Chosen**, using the arrow provided.*

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**Project Summary\***

Summarize your project in 1500 characters or about 200 words or less. Include your goals/objectives, anticipated results, and any broader significance. Avoid jargon.

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**Total Project Budget \***

This amount should reflect the total scope of the project, including the amount requested from National Geographic Society and all other funding sources. You will be asked to provide additional budget information on the Budget Details section of the online application.

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# PROJECT LEADER INFORMATION

You will be asked to enter the following additional information about yourself (the applicant) as the proposed leader of this project (as the applicant, you must be the Project Leader; the Project Leader must apply for funding in her/his own name).

**Project Leader Name\***

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**Salutation\***

*e.g. None, Mr., Ms., Mrs., Dr., Prof.*

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**Country or Area of Primary Citizenship\***

*You may specify up to 3*

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**Country of Primary Residency\***

*Including territories, dependencies, contested territories.*

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**If you are a citizen or resident of the United States, please indicate your race/ethnicity\***

*You will be asked to choose from this list: None, Not a U.S. citizen, American Indian or Alaska Native, Asian American, Black or African American, Hispanic, Latino, or Spanish origin, Middle Eastern or North African American, Multiracial American, Native Hawaiian or Other Pacific Islander, White, Other race, ethnicity, or origin, Unsure, Decline to answer.*

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**Date of Birth\***

*You must be at least 18 years of age at the time of application submission.*

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**Gender Identity\***

*Options include: None, Female, Male, Decline to Answer, Other Identity*

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**Current Position or Job Title\***

*e.g., Professor, Conservationist, Freelance Photographer*

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**Institution/Organization**

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**Department**

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# PROJECT LEADER INFORMATION

Please enter the following additional information about yourself (the applicant) as the proposed leader of this project (as the applicant, you must be the Project Leader; the Project Leader must apply for funding in her/his own name).

## Primary Language\*

Please note: the quality of your grammatical language expression is not a determining factor in awarding a grant.  
e.g. English, French, Spanish

## What other languages, if any, do you use for professional communication?

You may specify up to 3

## Highest Degree Awarded\*

e.g. None, B.A., M.A Ph.D. You may specify up to 3.

### Department(s)/Major(s)\*

Up to 255 characters

### Year(s) Awarded\*

### School(s)\*

Up to 255 characters

## If awarded, will you accept grant funds to your personal bank account (individual) or through an affiliated institution?\*

Please note that if you are accepting funds through your institution, you must complete the Institutional Grant Agreement provided at time of award with your institution and provide their payment information.

## Describe the skills of your team members and tell us why they are necessary to the success of your project. Please provide no more than two sentences per team member.\*

## Do you or your Team Members already have any media commitments or interest for this project? This includes media commitments already held by your home institution or other funding bodies.\*

Up to 2000 characters

## In one or two paragraphs, please describe what skills, attributes, and/or experiences make you uniquely qualified to implement this project. Please include any relevant information not in your CV that you wish to share.\*

Up to 4000 characters

# PROJECT LEADER INFORMATION

Please enter the following additional information about yourself (the applicant) as the proposed leader of this project (as the applicant, you must be the Project Leader; the Project Leader must apply for funding in her/his own name).

**In one or two paragraphs, please describe your career goals over the next 5 years and tell us how receiving a grant from National Geographic will help you achieve them.\***

*[Map to Career Goals]* Up to 1000 characters

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# PROJECT DETAILS

Describe the project details, background, goals and methodologies.

## Background\*

*In one or two paragraphs, please describe the issue you intend to address or the story you plan to cover. Why is this issue important? What is unique about your project and how is it different from previous work on this topic? Cite relevant literature, media coverage, or previous work where applicable. [Map to Background and Relevance]*

*Up to 4000 characters or 500 words*

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## Goals\*

*Please provide a bulleted or numbered list of the goal(s) of your project with a short description for each. Specifically, what change do you intend to achieve? [Map to Goals and Objectives]*

*Up to 4000 characters or 500 words*

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## Methods\*

*In one or two paragraphs, please describe the activities, methods, tools, techniques and/or storytelling coverage plan you will implement to complete your project and why you chose them. How will these specific methods help you accomplish your goal(s)? Are your methods innovative or new? [Map to Methodology Details]*

*Up to 4000 characters or 500 words*

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## Communication and Engagement\*

*In a few sentences, please briefly describe how you intend to share the results of your project with your community, professional network, and/or other specific audiences that will be interested in your work. If applicable, how will you involve local communities or other stakeholders in your work? To help us evaluate the outreach component of your proposal, please add links to any of your websites, social media accounts, public engagement platforms, or other mechanisms used to engage your audience and/or stakeholders. [Map to Output Distribution Summary]*

*Up to 4000 characters or 500 words*

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## Outputs and Evaluation\*

*In a few sentences, please describe how you plan to measure the success of your project. How will you understand if you have achieved your goal(s)? [Map to Output Grantee Evaluation Summary].*

*Up to 4000 characters or 500 words*

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## Works Cited\*

*Include any bibliographic information that supports the research, stories, educational, or scientific evidence you cite in this application. Storytellers should include a link to their portfolios here.*

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STEP 4

# BUDGET DETAILS

You will be asked to enter the budget information you are requesting from NGS in the online application portal. See below for example budget chart.

**Year Selection**

Start Date:

End Date:

Generate Budget
Clear Changes

**Budget**

Parent Category	Grantee Budget Category	2018	2019	Total	Justification
Travel	Airfare	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Travel	Vehicle Rental and Maintenance	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Travel	Other Transportation	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Lodging/Food	Lodging	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Lodging/Food	Food	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Equipment/Lab	Equipment & Supplies	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Equipment/Lab	Laboratory Costs	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Equipment/Lab	Laboratory Tests	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Compensation	Applicant and Team Members Compensation	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Compensation	Assistants and Consultants Compensation	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Evaluation	Measurement and Evaluation	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Other	Institutional Overhead	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
Other	Miscellaneous	<input style="width: 100%;" type="text" value="0"/>	<input style="width: 100%;" type="text" value="0"/>	\$0.00	<input style="width: 100%;" type="text"/>
<b>SubTotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	



# ATTACHMENTS

You will be asked to upload attachments. NOTE: Individual file size may not exceed 1 GB.

## Video Upload\*

NOTE: Due to system constraints, please allow up to 3 minutes to upload files of around 20MB and longer for any files larger. Individual file size may not exceed **1 GB**.

Please submit a short video (two minutes or less) of yourself describing the following:

- A brief description of your project,
- Why you're excited about this project,
- What you hope to accomplish with this project; and
- How this project will contribute to your professional growth.

*This video will only be viewed by National Geographic staff and will not be shared or published. You can use your laptop or cell phone camera to film yourself in front of a plain (not distracting) background in a quiet location. Please pretend you are explaining your work to your friends, family members, or someone who is not familiar with your field of expertise. Speak clearly and directly into the camera, and avoid using jargon or technical language. Place the camera at eye level (horizontal orientation) and roughly arm's length away. We only want to see you on camera, so please do not include footage or photographs of anyone or anything else. \*\*You may submit a video in a non-English language. However, if you choose to do so, you must either subtitle in English or submit a transcript of your video in English.\*\**

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## Please upload a C.V. or Resume\*

To upload, download the file from your device to your computer, press Choose File to select the appropriate file, and press Upload

Please submit a copy of your curriculum vitae or resume with the following information:

- Current position (even if unpaid)
- Relevant work experience
- Education
- List any relevant:
  - Publications
  - Awards
  - Leadership experience
  - Volunteer/community engagement experience
  - Professional network or collaboration involvement
- Links to your portfolio/social media accounts if applicable

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**If applicable, you may upload additional images, maps or figures below. If uploading a photo, include photographer credit in the space provided.**

## Image Upload 1 & 2

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# RECOMMENDED REVIEWER

Please enter the contact information of your advisor, supervisor, or mentor. This person should know you and your work well enough to provide a reference for you and your project. This person can be a Team Member on your grant application without a conflict of interest. Please be sure you discuss your project with this person in advance.

**Salutation\***

*None, Mr., Ms., Mrs., Dr., Prof.*

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**First Name\***

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**Last Name\***

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**Email\***

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**Institution/Organization**

Up to 255 Characters or 125 words

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**Relationship to Applicant**

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FOR PREPARATION ONLY

# OTHER FUNDING SOURCES

You will be asked to list the amounts of support already received for this project from individuals or institutions other than the National Geographic Society (up to 3). If you have more than three additional sources please list the three main sources of funding. Please list each current funding source by clicking the "New" button and filling in pertinent information.

**Name of additional funding source:**\*

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**Funder category:**

*e.g. None, Foundation, Trust, Government, Entity, Educational Institution, Individual donors, Corporate donors, Crowdfunding, Non-governmental organization, Other.*

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**Please describe the support received:**

*e.g. flights for two team members* Up to 4000 characters or 500 words

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**Amount received:**

*In U.S. dollars.*

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FOR PREPARATION ONLY

# EXPECTED OUTCOMES

To assist National Geographic in better understanding the goals of your project, you will be asked to individually name and categorize the results and outputs your project is setting out to achieve. You will be expected to report back on these results at the time of your final report, if you receive funding.

**Output / Result Category\***

*e.g. None, Documentation, Products, or Publications, Discoveries or Innovations, Area or Species, Protected, New or Improved Understanding, Individuals with New or Improved Knowledge, Other*

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**Output / Result\***

*In the online application a list of results will change depending on your Result Category selection. If no category is appropriate, You will be asked to select other and specify. Note that you may only specify one result per entry, to enter multiple results you will be asked to create multiple entries.*

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**Brief Details of the Output / Result\***

*Describe this result in one sentence. Longer summaries should be included prior in the application.*

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**Number of Output / Result\***

*To the best of your abilities please indicate how many of the expected output/result your project will produce. Please note that the online application will only accept numeric entries.*

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**Please repeat this process for each expected result of your project.**

# ETHICAL CERTIFICATION

National Geographic Society has zero tolerance for bribery and corruption, and complies with all applicable laws prohibiting such conduct including the U.S. Foreign Corrupt Practices Act and the U.K. Bribery Act. Grantees may not: offer or give anything of value to a government official or any other person as an incentive to, or in exchange or as a reward for, obtaining an improper advantage for National Geographic; or give, offer, solicit or accept anything of value that is intended to induce the recipient to violate his/her duty of loyalty to his/her employer. All licenses, permits and other government permissions or approvals required to carry out a grant must be obtained through the lawful, legitimate process of the country where the grant activity occurs.

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National Geographic Society complies with all embargos and sanctions established by the U.S. Department of Treasury Office of Foreign Asset Controls (OFAC). If any work under the proposed grant will be performed in countries including but not limited to Cuba, Iran, Sudan, Syria, North Korea and Crimea, you must consult your legal counsel to ensure that an appropriate general license is available, or a specific license has been obtained, allowing the grant activity to take place. Additionally, the U.S. Department of Commerce must be notified when certain items are exported (including encryption software standard on all computers). You must consult with your legal counsel and comply with all export requirements applicable to the grant work.

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