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institut canadien d'écologie et d'évolution

WORKING GROUP APPLICATION

MAIN ORGANIZER

Name:				
Institution:				
Position:				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Address:				
Email:				

CO-ORGANIZER (if applicable)

Name:				
Institution:				
Position:				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Address:				
Email:				

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CO-ORGANIZER (if applicable)

Name:				
Institution:				
Position:				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Address:				
Email:				

CO-ORGANIZER (if applicable)

Name:				
Institution:				
Position:				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Address:				
Email:				

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WORKING GROUP DETAILS

Title:
Proposed Meeting dates:

Project Summary suitable for public circulation (Max 300 words)

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PARTICIPANTS (OTHER THAN ORGANIZERS)

#1

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#2

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#3

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

#4

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#5

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

#6

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#7

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#8

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

#9

Name:				
Institution:				
Email:				
Position (ie PhD Student):				
Gender:	☐ female	☐male	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

#10

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

#11

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#12

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

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#13

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

#14

Name:				
Institution:				
Email:				
Position (eg. PhD Student):				
Gender:	☐ woman	☐man	☐ non-binary	☐ not disclosed
Committed to the project:	☐ yes	☐ no		
Biographic profile (one paragraph):				

DATA MANAGEMENT PLAN

Note that funded working groups are required to deposit original or derived data and all code needed for reproducibility in a data repository.

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BUDGET AND JUSTIFICATION:

Please do not include in-kind expenses.

Expense	Justification
(1) Online Meeting Technology (fees and training): **Total:**_____	
(2) For in-person meetings: Accommodation:_____ Transportation:_____ Meals:_____ Meeting rooms:_____ **Total:** 0_____	
(3) Stipends for graduate students or PDFs (max. $5000): **Total:**_____	

Expense	**Justification**
(4) Professional facilitator fees:	
Total:_____	
(5) Costs for increasing accessibility:	
Total:_____	
(6) Exceptional childcare or eldercare:	
Total:_____	
Other costs as permitted by CIEE (please enquire):	
Total:_____	

GRAND TOTAL (all expenses):

$0_____**CAD** **(even if offset by other sources of funds)**

OTHER SOUCES OF FUNDS TO OFFSET ABOVE EXPENSES (if applicable):

Agency or Institution:	Amount: $_____CAD	Confirmed: ☐ Applied for: ☐

TOTAL REQUESTED FROM CIEE (Grand Total – other sources of funds):

$0_____**CAD** **(not including other sources of funds)**

PLEASE APPEND THE FOLLOWING

A maximum three-pages, single-spaced proposal (12 point font, 2.5 cm margins). Please note that proposals longer than 3 pages will not be accepted. The proposal should include:

- Brief introduction to the project goals.
- Work plan of activities: schedule of any pre-meeting activities, agenda of the planned meetings, follow-up plan in order to reach the expected

outcomes. Although in-person working group meetings are normally constrained to be 4-5 consecutive full days, there is no such constraint on virtual working group meetings and we encourage researchers to envision the most productive way to schedule the equivalent amount of meeting time. For example, you may want to meet one day a week for 5 weeks, or one morning a week for two months (see CIEE-ICEE Guide for Virtual Working Groups). As appropriate, please include the source of the data to be synthesized and methods of the analyses.

- Discuss, in a paragraph, how your working group ensures a broad diversity of participants (see #2 in Application Procedures), and will create an equitable, inclusive and productive working environment.
- Expected outcomes (e.g., publications, white papers, open access databases)
- Importance to Canada (e.g., benefit to Canadian environmental and economic well-being)

For proposals which involve an in-person meeting component, an additional one page (single-spaced, 12 point font, 2.5 cm margins) contingency plan in case future public health measures prevent the proposed in-person meeting from occurring. Please include a brief budget, remembering that entirely virtual meetings are funded to a maximum of $9000.

Short resume(s) of the organizer(s). Maximum 3 pages for each resume.

Email a single pdf to: ciee-icee@biodiversity.ubc.ca

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University of British Columbia
Biodiversity Research Centre
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Vancouver, BC Canada V6T 1Z4