



## WORKING GROUP APPLICATION

### MAIN ORGANIZER

Name:
Institution:
Position:
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Address:
Email:

### CO-ORGANIZER (if applicable)

Name:
Institution:
Position:
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Address:
Email:



**CO-ORGANIZER (if applicable)**

Name:
Institution:
Position:
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Address:
Email:

**CO-ORGANIZER (if applicable)**

Name:
Institution:
Position:
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Address:
Email:



## WORKING GROUP DETAILS

Title:
Proposed Meeting dates:

Project Summary suitable for public circulation (Max 300 words)

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**#3**

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):





**#5**

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):





#6

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):



**#7**

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):



**#8**

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):



**#9**

Name:
Institution:
Email:
Position (ie PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):





**#11**

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> no
Biographic profile (one paragraph):





**#13**

Name:
Institution:
Email:
Position (eg. PhD Student):
Gender: <input type="checkbox"/> woman <input type="checkbox"/> man <input type="checkbox"/> non-binary <input type="checkbox"/> not disclosed
Committed to the project: <input type="checkbox"/> yes <input type="checkbox"/> 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.



**BUDGET AND JUSTIFICATION:**

Please do not include in-kind expenses.

Expense	Justification
(1) For in-person meetings:  Accommodation: _____  Transportation: _____  Meals: _____  Meeting rooms: _____  _____ <b>Total:</b> _____	
(2) Professional facilitator fees:         <b>Total:</b> _____	
(3) Costs for increasing accessibility:         <b>Total:</b> _____	
(4) Exceptional childcare or eldercare:         <b>Total:</b> _____	



Expense	Justification
(5) Other costs as permitted by CIEE (please enquire):	
Total: _____	

**GRAND TOTAL (all expenses):**

\$ \_\_\_\_\_ CAD (even if offset by other sources of funds)

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

Agency or Institution:	Amount: \$ _____ CAD	Confirmed: <input type="checkbox"/> Applied for: <input type="checkbox"/>
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**TOTAL REQUESTED FROM CIEE (Grand Total – other sources of funds):**

\$ \_\_\_\_\_ 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 meeting(s), follow-up plan in order to reach the expected outcomes.
- For projects involving data synthesis, describe the source of the data to be synthesized, whether the database is already constructed or will be constructed in advance of the meeting, and the methods of analyses.
- Discuss 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)
- Short resume(s) of the organizer(s). Maximum 3 pages for each resume.

**Email a single pdf to:** [ciee-icee@biodiversity.ubc.ca](mailto:ciee-icee@biodiversity.ubc.ca)

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