



# APPLICATION GUIDELINES

*IDEA WILD will only review and approve **complete** application materials, so please follow these guidelines carefully.*

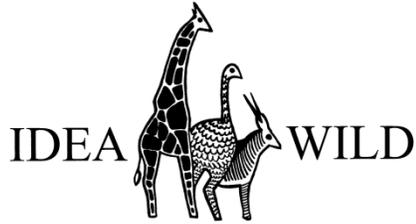
- Your application materials must include the following items:
  1. IDEA WILD application form
  2. Project proposal written in your native language. NOTE: your project proposal must relate to biodiversity conservation, research or education.
  3. One-page summary of your project proposal written in English
  4. Your resume or curriculum vitae
  5. A letter of recommendation from your advisor (only if you are a student)
  6. If possible, please include a photo of the target species or habitat
  
- Important notes for your IDEA WILD application form:
  - A current email address is absolutely necessary so we can confirm arrival of your application documents, communicate after we have accepted or rejected your request, or ask additional questions.
  
  - Due to the uncertainty and often extra/hidden costs of international shipping, IDEA WILD uses a relay method for delivering equipment. Please provide the name, United States address, email address and telephone number of a person (such as a visiting professor, friend or relative) who will be traveling to your country. We will mail your equipment to this person in the United States for them to deliver to you. NOTES: We prefer *not* to send to states of Alaska (AK), Hawaii (HI) or Puerto Rico (PR). Also, if you opt at any time to use direct shipping, IDEA WILD will not reimburse any shipping or associated fees.
  
  - IDEA WILD encourages the use and reuse of equipment and gives preference to requests that clearly explain how the equipment will be used when the project is finished.
  
  - The total cost of your equipment must be below \$1500.
  
  - Click [here](#) for an example of a completed “Requested Equipment”. It is important to include detailed descriptions of requested equipment, as well as the name, website address - with item number - of the company that sells each item. These are some suggested websites for frequently requested items:

[Amazon](#)  
[Avinet Research Supplies](#)  
[B & H Photo](#)  
[Bat Conservation and Management](#)  
[Ebay](#)

[Forestry Suppliers](#)  
[H.B. Sherman Traps, Inc.](#)  
[Titley Scientific](#)  
[Wildlife Acoustics](#)  
[Wildlife Materials](#)

- Important notes for your project proposal:
  - Your project proposal can be the one prepared for your BS, MS, Ph.D., independent research, etc. This can be submitted in your native language. Also, you need to include a one-page summary of your proposal in English.
  - IDEA WILD accepts requests from ALL countries, with priority consideration is given to those with:
    - a strong biodiversity conservation aspect
    - direct involvement with nationals of the country where the project takes place (if you are non-national, it is best to have a national apply or co-apply)
    - plans to further use (recycle) equipment after the project has completed
    - a valid US contact who can receive and transport your equipment.
- Email your complete application materials to [ideawild@ideawild.org](mailto:ideawild@ideawild.org). An email confirmation will be sent to you to confirm receipt of your materials.
- We require several months to review and approve application documents.
- Once an approved project is completed, each recipient is expected to provide follow-up materials to report on how the equipment was used. There are no formal deadlines or specific reporting forms. We appreciate receiving a one-page summary of the project, interesting results, how the equipment was used/was beneficial, etc. Publications, posters, theses, news articles, videos, etc. that result from your project are especially welcome. We also enjoy high resolution photos from the field to be shared with our donors, readers of our e-newsletters and our social media followers. Our logo can be found [here](#).

We look forward to reviewing your application!



# APPLICATION FORM

*Please fill out in English*

Have you previously received equipment from  
IDEA WILD?  Yes  No

If yes, did you provide a summary and photos of your  
completed project?  Yes  No

Applicant Full Name:

Email Address(es): *Applications without a valid email address will not be accepted.*

Affiliation: *University, government agency, non-governmental or non-profit organization, park/protected area, etc.*

Person in the United States who can receive and deliver equipment:

*\*Note: we prefer not to send to states of Alaska (AK), Hawaii (HI) or Puerto Rico (PR).*

Name

Email

Street mailing address *(PO Boxes often do not work)*

Telephone number

Project Title:

Study Location: *Country and State or Province. If located in a park or protected area, please list.*

Target Species or Habitat: *Please list common English and Latin names, and indicate IUCN status.*

What is the purpose of your project? *Please check all that apply.*

Biology Research    Conservation Education    Conservation Management

Other, please explain:

What is your project timeline? *Please list project start date and duration.*

Brief description of project objectives and methods:

How will your project contribute to biodiversity conservation?

Explain how each piece of requested equipment will be used in your project. It is important to match this list of items with the list you provide on the "Requested Equipment" form. [See sample form.](#)

Will others be trained to use the equipment?

How will the equipment be utilized after the project has completed? *Will you continue to use the equipment on other projects? Will the equipment be donated to other conservation efforts? Please explain.*

Are you working toward a degree?  Yes  No

*If yes, please indicate:*  Bachelors  Licenciatura  Masters  Doctorate

Please specify field or academic discipline: \_\_\_\_\_

How will the information obtained be made available to others?  
*For example: thesis, journal publication, reports, public presentations, website, social media, or film*

How did you learn of IDEA WILD?

By signing this application, I agree to the following:

- I certify that all items donated will be used solely for the purposes stated above.
- I will notify IDEA WILD immediately if the stated project changes or is cancelled.
- I will provide IDEA WILD with follow-up materials as outlined in the Application Guidelines and authorize sharing unless otherwise specified.

Signature: \_\_\_\_\_  
(typed name may serve as signature as needed)

Date: \_\_\_\_\_

