

# IWRS Small Meeting Grants: Applicant Handbook

For all awards submitted on or after: 3/1/2023

## Introduction

This handbook is intended to help you apply for an Insect Welfare Research Society “Small Meeting Support” Grant, and to understand the terms and conditions of this funding. These terms and conditions are non-negotiable; you may choose whether or not to accept our grant funding, given the terms offered in our final grant agreement.

Please read the entire document before submitting your application.

## 1. What do Small Meeting Grants Support?

The IWRS aims to connect academic researchers and stakeholders and support the dissemination of evidence-based knowledge about insect welfare.

Our small meeting grants program facilitates in-person or virtual meetings, workshops, or conferences, focused on insect welfare *research*. These events should be considered ‘small’ – meaning equal to or less than three work or weekend days in length. The event should also be standalone – we do not fund series of events.

Alongside insects, we will also support events focused on 1) terrestrial arthropods that are not insects (e.g., spiders and other arachnids, isopods, etc.) and 2) aquatic invertebrates (e.g., shrimp/prawns, aquatic isopods, etc.), whenever the IWRS considers the welfare of those groups to be seriously understudied. Applicants unsure if the welfare of their taxa of interest is considered ‘understudied’ by the IWRS should email [grants@insectwelfare.com](mailto:grants@insectwelfare.com).

Grants may be used to help finance costs such as: travel reimbursements for early career researchers, tech support, registration fee waivers, meeting space costs, childcare assistance, etc. We will not fund:

- Travel for a single individual to attend an event
- Courses, tuition fees, fieldwork, or expeditions
- Political or advocacy-related meetings
- Social events, even in association with conferences/meetings, such as banquets or dinners
- Overhead/indirect or core costs
- Poster prizes or presentation awards
- Abstract books or publishing-related expenses
- Intra-institutional events
- Purchase of animals, including both vertebrates and invertebrates (living or deceased)
- Conference bags/gifts/promotional materials
- Research supplies
- Retrospective costs (grants must be submitted *at least 90 days* prior to the event)

The IWRS awards committee may use its sole discretion in every case when deciding what costs it will fund in each proposal.

## 2. What kind of financial support is provided?

Up to \$2,000 USD of funding may be provided for an event (though applicants may, of course, apply for less funding if the full \$2,000 USD is not needed).

Generally, applicants should consider that in-person events are more likely to be able to justify (and thus receive) a higher amount of funding than virtual events; expected attendance (number of people, global and career stage distribution) will also factor into our decision to provide a higher amount of support.

## 3. Who can apply for funding?

- The applicant must be on the organizing committee for the event.
- The applicant can be from any discipline.
- The applicant can be from any career stage, however early career applicants may need to provide additional documentation that they have requisite support to organize the meeting at their institution at the IWRS's request.
- Applications from professional fundraisers and conference agencies are not considered.
- Although there is no restriction on the nationality of individuals that may apply, we will not pay awards to recipients located in (or for events that will be located in) jurisdictions, countries, or regions of the world subject to trade restrictions, embargoes, or sanctions put in place by the United Nations or the United States of America.

## 4. How are applications assessed?

- Applications are assessed by the Director, three members of the Board of Advisors (one ethicist, one entomologist, and one welfare scientist), two external entomological reviewers, and an IWRS contractor.
- If the award is selected for funding, additional review of the application for *legal compliance only* will be conducted by the fiscal sponsor of the IWRS.
- If a member of the awards committee is recused from reviewing the proposal due to a COI, the Director will appoint a member of the BoA's to review the application instead.
- Applications are assessed based on:
  - Meeting the grant criteria (event type, length, costs, funding requested, taxonomic focus).
  - Quality and/or importance of research/scholarship the event will support.
  - Amount of funding requested and event needs.
  - Expected attendance levels.
  - Priority is given to proposals that will use some or all of the funds to improve the accessibility of their meeting and encourage equitable attendance from the global research and stakeholder community.
    - We look for maximum feasible diversity in attendees/speakers, considering career stage, disciplinary background, geography, gender, ability, etc.

## 5. When will I hear back about my grant application?

You should receive an email acknowledging receipt of your application within a week of its submission. If you do not, please follow up with [director@insectwelfare.com](mailto:director@insectwelfare.com) to ensure there have been no technical issues.

The awards committee strives to make decisions on funding within 4-6 weeks of receiving an application. However, decisions may take as long as 90 days.

Potential grantees should not discuss their funding publicly until after both parties have signed the official grant agreement. Any offers of funding prior to both parties signing the agreement should be considered tentative and unofficial.

## 6. If my application is rejected, may I appeal or resubmit?

A previously rejected application will not be reconsidered if resubmitted. There is no process of appeal.

We welcome applicants to submit new applications for different future events. A previously rejected application will not affect the probability of future funding. Each application is judged independently based on the criteria for event assessment listed in Section 4.

## 7. If funding is received, how should I acknowledge the IWRS?

We ask that you acknowledge the IWRS' support of your meeting on your website, and in any printed or electronic materials circulated about the event. Your acknowledgment should include our name in full (Insect Welfare Research Society), logo (we will provide high-resolution versions for your use), and website address. If acknowledging us on Twitter, please use our handle (@InsectWRS).

In all communications, please do not acknowledge our support as an 'endorsement', 'sponsorship', or 'collaboration'; instead, refer to the grant as 'support' or 'funding'.

## 8. If funding is received, what kind of reporting is required?

Invoices and receipts are not required.

Successful applicants will be asked to provide a one- to two-page report, preferably with photos and the event logo, within 90 days of the meeting or event. We may use any material provided from this report on our website, in promotional or other materials, and for our social media, at our sole discretion. The report format will be emailed to recipients when they are notified of their application's success. It should be submitted to [grants@insectwelfare.com](mailto:grants@insectwelfare.com) using the Subject Line "Small Meeting Report – MEETING NAME".

If you have any concerns about the use of your materials, please notify of this prior to signing out grant agreement to see if we can work out a solution acceptable to all parties.

Your report will be retained by the IWRS in perpetuity, and may be inspected by funders, fiscal sponsors, or other individuals at the sole discretion of the IWRS Director.

## 9. After submitting my application, can I switch a) my event or b) what I will use the grant for?

You may withdraw your application at any time by emailing [grants@insectwelfare.com](mailto:grants@insectwelfare.com) with the subject line “Application Withdrawal – MEETING NAME”. You may then resubmit a new application, either for a new event or with a new budget. This new application must be received 90 days or more prior to your event.

Otherwise:

- You may not switch the event that is the focus of an active application, either during the review process or after funding is received.
- If you must switch the costs listed on an application that is currently in review (but you cannot resubmit a new application, as you are within 90 days of the event) please email a ‘budget addendum’ as an attached pdf to [grants@insectwelfare.com](mailto:grants@insectwelfare.com) with the subject line “Budget Addendum – MEETING NAME”. This addendum should cover all the details requested in the original application for total costs and budgetary line items.
- If you must switch the costs of a meeting after your application has been reviewed but before funds have been received, please immediately contact [director@insectwelfare.com](mailto:director@insectwelfare.com). It is at the Director’s discretion whether you will a) submit a new budget to be reviewed by the committee prior to receiving your funds, b) have the offer for funding rescinded.
- You may not switch what the grant will be used for after signing the grant agreement and receiving the funding. Any funds that you do not expect to use in line with your application should be returned to the IWRS.

## 10. When is the application deadline?

Applications may be submitted at any time; there is no deadline for small meeting grants.

## 11. Instructions for completing and submitting the application

The application can be found at the link on the ‘Small Meeting Support’ page of the IWRS website. Applicants should download the form and fill in *all sections of the application* unless specifically stated as ‘optional’ on the application form. The form should be submitted in English. The form contains strict limits on the length of the application sections (word count); applications that do not adhere to these limits will not be considered.

The application should be submitted **as a pdf attachment** sent to the email address [grants@insectwelfare.com](mailto:grants@insectwelfare.com), using the subject line “Small Meeting Application – MEETING NAME”. You should receive an email acknowledging receipt of your application within five business days of its submission. If you do not, please follow up with [director@insectwelfare.com](mailto:director@insectwelfare.com) to ensure there have been no technical issues.

Applications that are incomplete, not written in English, do not adhere to length limits, or are written for events either 1) within 90 days of the submission date or 2) in the past, will not be accepted or reviewed.

## 12. Terms and Conditions

- To accept the grant funds, you will be required to sign our grant agreement. The terms of this agreement are not negotiable. If you are unable to accept the terms offered therein, we will consider your request for funding withdrawn.
- As described in Section 8, the IWRS will retain a copy of your grant report in perpetuity; the IWRS may share this report or use any materials from within your report for any purpose at its sole discretion.
- The IWRS must be acknowledged, as described in Section 7.
- The IWRS may send a representative with relevant expertise to attend all or part of your event, at the IWRS's expense.
- Funds will only be paid into institutional or meeting-related bank accounts; they will not be transferred into personal bank accounts.
- Awarded funds must be returned in full if the event is not held, for any reason.
- Grant funds can only be used to fund the event, and costs, listed in the original application. Any changes to the event or costs should be approved by the IWRS award committee prior to the event being held. If they are not approved, funds must be returned. Please see section 9 for further details.
- We require you to acknowledge the receipt of grant funds with two business days of initiating the transfer.

## 13. My question was not covered here – what should I do?

Please email [grants@insectwelfare.com](mailto:grants@insectwelfare.com) with your question. We will reply promptly.