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6 May 2014

**NOTIFICATION**  
**Call for Proposals and nominations 2014: Global Biodiversity Information Facility**

Madam/Sir,

As part of the ongoing cooperation between the secretariats of the Convention on Biological Diversity and the Global Biodiversity Information Facility (GBIF), I am pleased to attach herewith, for your information, three calls for proposals and nomination from the GBIF Secretariat:

- i. GBIF Capacity Enhancement Support Programme (deadline 26 May 2014);
- ii. Ebbe Nielsen Prize 2014 (deadline 31 May 2014); and
- iii. GBIF Young Researchers Award (deadline 31 May 2014).

The GBIF Secretariat invites countries, organizations and economies currently participating in GBIF through signature of the MOU (see list at: <http://www.gbif.org/participation/list>) to apply for the above listed opportunities to enhance the valued activities in biodiversity informatics.

Please accept, Madam/Sir, the assurances of my highest consideration.

Braulio Ferreira de Souza Dias  
Executive Secretary

Attachments

To: CBD National Focal Points, SBSTTA Focal Points and GTI National Focal Points; relevant organizations



Convention on  
Biological Diversity

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## 2014 Call for Proposals

# GBIF Capacity Enhancement Support Programme

## 1. Introduction

The Global Biodiversity Information Facility (GBIF) actively supports actions to enhance the capacity of its Participants to provide free and open access to biodiversity data<sup>1</sup>. The main goal of the Capacity Enhancement Support Programme is to address specific capacity needs identified by Participants by facilitating capacity transfer and collaboration at the regional and global levels. It builds on the previously successful mentoring and regional training support programmes, effectively combining and replacing them, while supporting integrated projects still based on the same principles.

Submission of proposals to this call is a two stage process. Node Managers from GBIF Participants are encouraged to contact potential partners and to submit short concept notes by 26 May 2014. A selection panel will assess those notes and will invite applicants to present full project proposals by 18 July. Selected projects will be announced 28 July.

The Capacity Enhancement Support Programme is a key component of the GBIF Capacity Enhancement Strategy currently under development. A **Capacity Enhancement Strategy development plan**<sup>2</sup> has been released together with this call, which provides relevant context for applicants to consider when preparing proposals.

## 2. Scope

This programme will provide **co-funding to GBIF Participants** to support capacity enhancement projects. **The maximum amount that can be requested through this call is twenty thousand Euros (20,000 EUR) per project.** Participants are invited to present proposals based on one or more of the following four types of action eligible for support (please note that each type of action has a funding limit as well):

- 1. Mentoring activities:** Interactions among two or more Participants where the core objective is the transfer of information, technology, experience and best practices in small groups.  
This component can be funded for a maximum of 15,000 EUR per project.
- 2. Regional training support:** courses and workshops with a regional (multi-national) component. These actions can only support the regional component of a training event or initiative (e.g. the costs associated with the participation of representatives from other GBIF Participants in a proposed training event).  
This component can be funded for a maximum of 10,000 EUR per project.
- 3. GBIF advocacy actions:** active participation in strategic events to promote GBIF. This should have the objective of increasing the GBIF membership and/or its relevance among a community not sufficiently exposed to GBIF that can help to advance GBIF's mission.  
This component can be funded for a maximum of 2,000 EUR per project.
- 4. Documentation:** production of key learning and promotional resources or their adaptation to the national or regional context (e.g. by translation or including local/regional point of view).  
This component can be funded for a maximum of 2,000 EUR per project.

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<sup>1</sup> <http://www.gbif.org/whatisgbif>

<sup>2</sup> <http://links.gbif.org/cesdp>

### 3. Conditions and eligibility

This call is open to GBIF Participants<sup>3</sup>. All project proposals must be jointly prepared and composed by all the partners involved in the project, with one Participant acting as the main contact point in each proposal.

All project activities must be planned to take place between 15 August 2014 and 31 August 2015. It is recommended to take the general calendar of GBIF related activities<sup>4</sup> into account when planning events.

Expenses relating to the four types of action (mentoring, regional training support, GBIF advocacy actions and documentation) are eligible for funding. Any other expenses, such as those related to purchase of hardware, licences for commercial software, or physical computer networking setup (e.g. internet access), are not eligible for funding under this call. However, these elements could be included in the projects and in the Participant capacity enhancement plans, as long as they are funded through other sources.

In 2014 this call is supported by grants allocated exclusively from the GBIF core funds, and therefore depends on payment of sufficient financial contributions to the 2014 budget by GBIF Voting Participants.

### 3. Suggested thematic focus for 2014

This call is seeking projects with a focus on enhancing the long-term capacity of a Participant (or group of Participants) to benefit from and contribute to GBIF's mission to provide free and open access to biodiversity data. The primary objective must be to cover specific capacity needs identified by the Participants themselves.

Additionally, applicants can align their proposals with the 2014 components of the GBIF 2014-2016 Work Programme<sup>5</sup>. The two main recommended areas from the 2014 Work Programme are:

- **Addressing data quality related issues.** With an optional focus on the update, completion and publishing of metadata catalogues.
- **Identification of content mobilization priorities.** With an emphasis on documenting best practices.

Linkages to other Work Programme items are also encouraged. Please include in your proposals a clear rationale and specific linkages to the Work Programme text.

### 4. Support and help to applicants

The GBIF Secretariat staff is available to solve any questions related to this call and help those considering presenting proposals. Please contact Alberto González-Talaván or Mélanie Raymond from the participation group at the Secretariat via email (nodes@gbif.org), telephone +45 35 32 14 70, or fax +45 35 32 14 80.

<sup>3</sup> <http://www.gbif.org/participation/list>

<sup>4</sup> <http://www.gbif.org/newsroom/events>

<sup>5</sup> <http://www.gbif.org/resources/2970>

## 5. Procedure overview and calendar

### CALL FOR APPLICATIONS, FIRST STAGE

#### 30 Apr-26 May 2014: Request for concept notes

Interested parties are requested to submit very brief **project concept notes** (see template). While preparing concept notes, applicants are requested to:

- **Contact ALL partners** that will be participating in the project and agree on the general principles of the collaboration;
- **Contact the Participation team of the GBIF Secretariat** as early as possible to receive guidance on the feasibility of the project and on ways to increase its chances of being funded;

The complete application form should not exceed 2 pages. It should be sent electronically to [nodes@gbif.org](mailto:nodes@gbif.org) or by fax at (+45) 35321480 **before 26 May 2014**.

#### 27-30 May 2014: Assessment of concept notes by the selection panel.

The **selection panel** will be composed of members of GBIF committees and the Secretariat. The panel will use the following **evaluation criteria**, listed in order of importance: (1) the relevance, urgency and scale of the targeted capacity needs; (2) the perceived effectiveness of the proposal to address the declared needs; (3) expected products to be produced during the project; (4) cost-effectiveness (including factors such as the number of Participants benefitting from the project, matching funds leveraged, etc); and (5) alignment with the GBIF Work Programme 2014.

### CALL FOR APPLICATIONS, SECOND STAGE

#### 2 June - 18 July: Request for full proposals.

Selected candidates will be requested to prepare **full project proposals**. These proposals should expand on the concept notes to include: (1) a statement of capacity needs from the recipient(s) of the support; (2) a summary of the project work plan, including a description of the different actions planned and how these will address the identified needs; (3) a section about monitoring and evaluation of the project outcomes; (4) a general calendar; (5) a planned budget; and (6) other practical and contact information.

Full proposals should not exceed 5 pages. Specific instructions on the preparation of proposals will be provided to selected candidates. Direct support in the preparation of proposals will be available from the Participation team of the Secretariat if requested.

#### 21-25 July 2014: Selection of final granted projects

The selection panel will use the same criteria listed above to evaluate the final proposals.

#### 28 July 2014: Announcement of successful proposals.

### EXECUTION OF PROJECTS

#### Before 15 August 2014: Signature of grant contracts.

#### 15 August 2014 - 31 July 2015: Implementation of the projects.

Mid-term reports will have to be sent to the Secretariat before the 31 January 2015.

#### 31 August 2015: Final reports to be received by the Secretariat and closure of projects.

NOTE: deviations from this calendar may be permitted to accommodate exceptional circumstances, but all projects funded by this call must be closed by 18 December 2015.



## Ebbe Nielsen Prize 2014

### Call for nominations

*The Ebbe Nielsen Prize will be awarded for the thirteenth time in 2014 to an individual or small team that is demonstrating innovative research excellence in integrating biodiversity science and informatics. The Science Committee of the GBIF Governing Board seeks nominations for the Prize, which are due 31 May 2014.*

#### Description, Qualifications and Nomination Procedures

1. The annual Ebbe Nielsen Prize (ENP) was established by the GBIF Governing Board in 2001 to honour its namesake, Ebbe Schmidt Nielsen, who was an inspirational leader in the fields of biosystematics/biodiversity informatics, and played a key role in the establishment of GBIF.
2. The Prize, €30,000, is intended to recognize *a body of recent and current research* that demonstrates excellence, novelty and innovation in advancing the integration of biodiversity science and informatics.
3. Nominees may be a single investigator, or a small, joint research team conducting research at an institution in a GBIF Voting or Associate Participant country<sup>1</sup>.
4. The prize is intended to support growth and amplification of the awardee's biodiversity informatics research, which may be conducted at either their home institution, or as a visiting scholar at an institution of their choice within or outside the awardee's country of residence. The specific research use of the award is at the discretion of the recipient(s).
5. ENP nominations must be submitted to the Secretariat by a Head of Delegation of any GBIF Voting or Associate Participant country<sup>1</sup> to the following e-mail address: [ENPrize@gbif.org](mailto:ENPrize@gbif.org). **A maximum of 2 nominations** may be submitted by each Head of Delegation. The deadline for submission of nominations is **31 May 2014**.

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<sup>1</sup> <http://www.gbif.org/contact/directoryofcontacts>

6. **The nomination packet**, prepared in English, must include the following documents in electronic form<sup>2</sup>:
  - a cover letter from the Head of Delegation of the nominating GBIF Participant describing the novel and innovative nature of the nominee's research achievement;
  - materials that support the nominee's research achievements, such as reprints or links to on-line publications and research websites;
  - the nominee's curriculum vitae;
  - a statement from the nominee describing how the Prize will be used to foster growth and advancement of their body of research.
  - a maximum of three (3) supporting letters from experts in the fields of biodiversity science, systematics, ecology or biodiversity informatics;
7. The winner of the Prize will be selected by the Science Committee of the GBIF Governing Board. The Prize will be awarded at the Annual GBIF Governing Board meeting held September 2014 in New Delhi, India.
8. The Prize winner will be invited to present their research at the GBIF Science Symposium during the annual Governing Board meeting, with an emphasis on how the research is serving the broader interests of science and society. The public will be invited to attend the lecture.

Further information about the prize, its history and previous years' winners can be found at: <http://www.gbif.org/newsroom/opportunities#ebbenielsen>.

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<sup>2</sup> Previous nominations may be updated and submitted for consideration in the 2014 competition.



## ANNEX I - CONCEPT NOTE TEMPLATE

### 1. Name of the project

*[Insert your text here...]*

### 2. Contact information

#### 2.1. Main contact point

Please remember that only one main contact point is allowed per project.

<b>Name of the contact person</b>	
<b>Institutional affiliation</b>	
<b>Mailing address</b>	
<b>City and country</b>	
<b>E-mail</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Role(s) in this project</b>	

#### 2.2. Representatives from other Participants

Name of the representative	GBIF Participant represented	Role(s) in the project	Confirmed participation?

### 3. Brief description of the project

Please describe the project in a few paragraphs. It should clearly state which capacity needs have been identified by the Participant(s) as barriers to the implementation of their GBIF relevant activities, how the project plans to tackle them and an indication of plans to measure the impact of the activities.

*[Insert your text here...]*

### 4. General calendar

Please include a general summary of all the relevant dates for the proposed project.

Dates	Item

### 5. Planned budget

Please only include the types of actions that you have selected to include in your project (mentoring, regional training support, advocacy and/or documentation). Please remember that there are limits to the amounts that can be requested for each type of action (check the call for applications for more details). Please indicate an initial estimate of matching funds that can be contributed to the project, either directly or in terms of staff time or resources allocated to the project on an in-kind basis.

Type of action	Matching funds (EUR)	Requested funds (EUR)
<b>TOTALS</b>		



## Global Biodiversity Information Facility (GBIF)

### Young Researchers Award

### Call for Proposals 2014

#### 1. Purpose

The GBIF Governing Board has established the Young Researchers Award to foster innovative research and discovery in biodiversity informatics by graduate students who are deploying GBIF-enabled data in master's and doctoral studies at universities in GBIF Voting and Associate Participant countries<sup>1</sup>.

#### 2. Student eligibility, awards and proposal submission

Graduate students must be a citizen of a GBIF Voting Participant or Associate Participant country<sup>1</sup> and be enrolled in a masters or doctoral programme at a university (in any country) to be eligible to submit a research proposal to the GBIF Young Researcher Award programme. Student nationals of a Participant country attending university in a non-Participant country must apply through and be nominated by the Head of Delegation (HoD) of their home country. Student nationals of a Participant country attending university in another Participant country may apply through and be nominated by the HoD of their home country (preferred), or the HoD of the country in which the university is located.

This year, the programme intends to make two awards of 4000 Euros each, one to a master's student and one to a doctoral student.

The National Delegations of Participant countries are expected to announce where students should submit their research proposals, and the deadline for submission.

#### 3. Submission procedure and deadline

Student proposals will be reviewed and prioritised at the national level. A maximum of two proposals may be submitted to the GBIF Secretariat by the Head of Delegation of any GBIF Voting or Associate Participant country<sup>1</sup>. Proposals must be submitted by the GBIF Head of Delegations to the following e-mail address [youngresearchersaward@GBIF.org](mailto:youngresearchersaward@GBIF.org). The

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<sup>1</sup> <http://www.gbif.org/contact/directoryofcontacts>



deadline for submissions of proposals is 31 May 2014.

Heads of Delegations must ensure that their submissions include the elements listed under paragraph 4 below. Submissions of incomplete proposals will not be considered.

#### 4. The research proposal and nomination packet

Students should prepare their research proposal according to the following format:

- a. *Project Summary* (200 words)
- b. *Project Description* (maximum 4 pages, 12 point font) that describes
  - i. the need for the research;
  - ii. the question(s) being addressed;
  - iii. **the critical role of existing GBIF-enabled data in addressing those questions.** Research proposals must clearly demonstrate *how data enabled by GBIF* is being incorporated in the study. To understand more about GBIF-enabled data, students should contact their academic advisors, the GBIF national node of their country, the GBIF Secretariat or members of the Science Committee;
  - iv. the research scope, plan, methodologies and timetable
- c. *Budget* (1 page), itemised and justified. NOTE: budgetary items are restricted to academic fees, essential equipment, supplies (e.g. hardware, software) and travel; **salary support is not permitted.**
- d. *Literature Cited* (1 page)
- e. *Curriculum vitae* of the student applicant including full contact information at the home institution.
- f. **Supporting documents**
  - i. An official letter from the student's faculty mentor/supervisor certifying that the applicant is a student in good standing in the graduate programme of the university.
  - ii. At least one, and no more than three, letters of support from faculty members active in a field that encompasses and incorporates biodiversity informatics (e.g., genetics, species composition and traits, biogeography, ecology, systematics, etc.).<sup>2</sup>

#### 5. GBIF Proposal Review and Award

The GBIF Science Committee<sup>3</sup> will review the nominations and adjudicate the Young Researchers Awards by June 2014, with announcement of the awardees at the Governing Board meeting in September 2014 in India.

Review criteria for the proposed research include:

- its originality and innovation;

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<sup>2</sup> [http://en.wikipedia.org/wiki/Biodiversity\\_Informatics](http://en.wikipedia.org/wiki/Biodiversity_Informatics)

<sup>3</sup> <http://www.gbif.org/contact/directoryofcontacts#science>

- its use of and strategic significance for GBIF- enabled data, and
- its measureable effectiveness and impact in advancing biodiversity informatics and/or the conservation of biological diversity.

Declined proposals may be updated and re-submitted in subsequent years' competitions for the Young Researcher Award.

Awardees are expected to disseminate research results via peer-reviewed publications, presentations at professional meetings, and other media, clearly acknowledging GBIF support.

Information about the award and previous years' awardees can be found at:  
<http://www.gbif.org/newsroom/opportunities#yra>.