



**COASTAL SOLUTIONS**  
FELLOWS PROGRAM | [solucionescosteras.org](http://solucionescosteras.org)

## Pre-proposal Guidelines

**Deadline: May 31, 2019**

We are looking for proposals that are evidence-based and draw upon knowledge across multiple disciplines and sectors in order to design and implement solutions. Projects can be stand-alone, or a part of larger, existing projects or initiatives. Projects should have the following characteristics:

- Harnesses cross-sector resources and knowledge from planning, design, development, and scientific disciplines.
- Targets a specific site, threat, or need.
- Identifies an explicit challenge, leverages resources, and seizes current opportunities.
- Includes mechanisms to ensure cross-sector collaboration.
- Contributes to the professional development and career goals of the fellow.

Priority will be given to projects that focus on at least one of the following:

- Priority threats for coastal ecosystems. Examples include climate change, water management, aquaculture, and wetland degradation.
- Priority sites along the Pacific Americas Flyway, as defined in the [Pacific Americas Shorebird Conservation Strategy](#) or other means.
- Solutions that seek out a balance between sustainable economic development and the conservation of coastal sites.

All pre-proposals should be submitted with single-spaced 11-point font and include three sections:

1. Cover letter and personal statement (1-page maximum)
2. Resume (2-page maximum)
3. Project narrative (2-page maximum)

**Personal statement:** This short essay is a critical component of the pre-proposal screening process. It is an opportunity for you to briefly reflect on your accomplishments, how you contextualize your work in society, and your vision for your future leadership role in the environmental field. This short statement should be integrated into your cover letter.

**Project narrative:** The main body of the project narrative should not exceed two-pages (excluding references). It must contain the following information:

- A. Project title and problem statement.
- B. Desired outcomes.
- C. Timeline.
- D. Mentor and/or host institution.
- E. Potential cross-sector collaborator.
- F. Preliminary budget summary.

**A. *Project title and problem statement.*** The problem statement should clearly define the need for the proposed work and specify the priority site and threat that the project will focus on.

**B. *Desired outcomes.*** The pre-proposal should outline short-term (two-year) and long-term desired outcomes. Short-term desired outcome(s) should be specific, measurable, achievable, relevant and time-bound. The proposal should also propose some preliminary metrics or indicators that could be used to measure success.

**C. *Timeline.*** A table that summarizes a preliminary timeline of activities and deliverables for the project.

**D. *Mentor and host institution.*** Your mentor will play an important role during the fellowship. For pre-proposals, applicants should preferably have identified a willing mentor and host institution.

**E. *Potential cross-sector collaborator.*** The pre-proposal must define a role for a cross-sector collaborator. The collaborator should work in a sector or discipline that is different from your own, but whose knowledge and expertise complements your interests and goals. The collaborator should contribute to the success of the project. Potential cross-sector collaborators can be listed at the pre-proposal stage but must be secured when submitting a full proposal.

**F. *Preliminary budget summary.*** The USD \$80,000 budget is flexible with the only constraint being that some categories have a maximum amount permitted. This flexibility will allow applicants to meet their financial needs, leverage other funding sources, and create a custom budget for their proposed project. There is no limit on the amount that can be allocated toward project funds. Maximum amount allowed for stipend (i.e., salary support) is \$30,000 a year. Stipends cannot exceed guidelines established at the fellow's home institution. A maximum of \$5,000 is available to support the involvement of the mentor. A maximum of \$5,000 can be used for professional development activities, including travel for trainings, conferences, or workshops. For the pre-proposal, applicants should submit a preliminary budget: an estimated amount for each broad category (i.e., stipend, project funds, mentorship support, and professional development), along with a short description of each. Retreat-related costs are covered by the Program. Please include any funding that is already secured for the project (e.g., salary or project funds).