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Information for Recipients of *ACA Grants in Biodiversity*

Congratulations to all our award winners! This page includes a few things for you to know.

Reports

<https://www.ab-conservation.com/grants/grants-in-biodiversity/recipients/>

For most award recipients, you will be required to submit two reports during the time you hold your grant. These are due as indicated on the deadline (../deadlines) page. Some recipients who receive their grant during the second year of a Master's degree may finish their projects in one year, in which case, they should file a Final Report.

Instructions for the Progress Report (/downloads/grants/grants_in_biodiversity/report_progress_request_2020.pdf) - one year after you have received your grant.

Instructions for the Final Report (/downloads/grants/grants_in_biodiversity/report_final_request_2020.pdf) - two years after you have received your grant.

ACA Open Access Publications Policy

Following the lead of the Natural Sciences and Engineering Council of Canada, ACA has adopted a new guideline with respect to publication of results related to ACA funded grants. Grant recipients are encouraged to ensure that any peer-reviewed journal publications arising from ACA-supported research are freely accessible within 12 months of publication. Two options are available to recipients:

1. Online Repositories

Grant recipients can deposit their final, peer-reviewed manuscript into an institutional or disciplinary repository that will make the manuscript freely accessible within 12 months of publication. It is the responsibility of the grant recipient to determine which publishers allow authors to retain copyright and/or allow authors to archive journal publications in accordance with funding agency policies.

2. Journals

Grant recipients can publish in a journal that offers immediate open access or that offers open access on its website within 12 months. Some journals require authors to pay article processing charges to make manuscripts freely available upon publication. The cost of publishing in open access journals is now an eligible expense under ACA granting guidelines. Up to \$3,000 may be identified specifically for publication in open access journals, in any grant application. The funds identified in any successful grant application for open access journal publication will be held by ACA for a period of five years from the date of initial grant approval. During the five-year period the recipient may apply to ACA for release of the publication funds, once recipient provides confirmation that the research has been accepted in an eligible journal.

Grant recipients should be aware that starting in **2021**, this guideline will become a standard requirement in all granting agreements. **Failure to comply with this requirement as of 2021 will disqualify researchers from eligibility to apply in subsequent years.**

Acknowledgment of Support

The *ACA Grants in Biodiversity* and the Alberta Conservation Association, a not-for-profit society, should be acknowledged in all publications, reports and other results of research supported by a Biodiversity Grant. One might say "We gratefully acknowledge the ACA Grants in Biodiversity Program, which is supported by the Alberta Conservation Association", or "This research was supported by the Alberta Conservation Association through the ACA Grants in Biodiversity Program"). The goal is to somehow acknowledge ACA for the grant you receive. Without the ACA, there would be no *ACA Grants in Biodiversity* program.

Administrative Issues

Administrative Procedure: For your project, all administrative procedures (travel advances, claims, vehicle rental, etc.) are the responsibility of the trust account holder.

Inappropriate or Over-expenditure and Unspent Balances: Trust account holders are responsible for reimbursing the program for any inappropriate expense or over expenditure of the trust account. Further, major changes in the intent or budget of a grant from that submitted on the original application must have prior approval from the Adjudication Committee. Unspent balances from non-renewed grants will be returned to the Committee for re-granting in subsequent years.

Citing the Biennial Report

If you would like to cite the Biennial Report, an example of what to include is found here ([../publications](#)).

The well-being of our staff and visitors is our top priority. To help stop the spread of the coronavirus (COVID-19) we have closed all of our office locations. Following the province's health advisories regarding COVID-19 our staff will work remotely until further notice. If you need to reach us please send us an email, or call, and we will respond as soon as possible. Thank you for your understanding.

CONNECT WITH US

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